Anderson High School

2025-2026

STAFF HANDBOOK

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SOUTHGATE COMMUNITY SCHOOLS
2025-2026

BOARD OF EDUCATION

Jason Craig, President
Andrew A. Green, Vice President
Dr. Darlene Pomponio, Secretary
Jason Kupser, Treasurer
Angela Angel, Trustee
Neil J. Freitas, Trustee
Shawn Sage, Trustee

CENTRAL OFFICE STAFF

Superintendent of Schools	Sharon Irvine
Federal Grants Director	Kaendall McVicker
Curriculum Director	Keturah Godfrey
Business and Finance Director	Maria Gistinger
Building and Grounds Supervisor	Jason Hardy
Food Service Director	Mark Rodriguez

ANDERSON HIGH SCHOOL OFFICE STAFF

Principal	Tara Randall
Athletic Coordinator	Mitch Dobek
Assistant Principal/CTE Director	Marc Hansen
Dean of Students	Erik Salisbury
Administrative Assistant	Beth Goudreau
Administrative Assistant	Liz McNees
Administrative Assistant	Emily Kolomitz

GUIDANCE OFFICE STAFF

Senior Counselor/9th Grade P-Z	Rachel Moul
Junior Counselor/9th Grade A-G	Rachael Cannon
Sophomore Counselor/9th Grade H-O	Steve Oxer
Title 31a At-Risk Counselor	Liz Hannah-Minni
Atlas/EMC Counselor	Lisa O'Connor/Carly Smith
Administrative Assistant	Sarah Denman

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INTRODUCTION

This Staff Handbook will provide information regarding the rules, regulations and policies of Anderson High School. They are written in accordance and within the framework of the district's rules and regulations and school board policy.

The intent of this handbook is not to restrict the professional rights of any staff member. It outlines and explains the process and provides the staff member with a resource and reference to assist in the execution of responsibilities as a member of the staff.

The format is designed to keep the book current. It is divided into sections. This handbook will be available on the school website so that it can be updated regularly. It is the responsibility of each staff member to read and become knowledgeable with the contents.

BOARD POLICY AND ADMINISTRATIVE RULES AND REGULATIONS

A copy of the Southgate Community School District's Administrative Rules and Regulations is housed in the main office. This document contains all rules and regulations that professional staff members must be aware of as employees of the district. It is the teacher's responsibility to be aware of all board policies and administrative rules and regulations. See the Principal if you wish to use this document.

AHS PURPOSE

To develop the love of learning within our students in an inviting, welcoming, and supportive learning environment.

AHS MISSION

Learning for Life

AHS VISION

The Best Choice for Students and Parents

AHS BELIEF STATEMENTS

1. All individuals have worth and deserve respect.
2. Learning is a lifelong process.
3. All students deserve a safe environment in which to learn.
4. Student effort is essential to student achievement.
5. Collaboration of students, parents and staff has the greatest impact on student growth.

AHS SCHOOL IMPROVEMENT GOALS

Goal 1: To advance instructional leadership across the building

Goal 2: To have highly effective Tier 1 instruction happening in all classrooms

Goal 3: To leverage professional learning teams to build collective efficacy

Goal 4: To advance a systematic approach to intervention

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CODE OF ETHICS, A GUIDE TO PROFESSIONAL RESPONSIBILITY

Michigan Education Association

In order that the purposes of education may be realized fully, that the children and adults of our state may have an effective system of public education, and that the welfare of the teaching profession may be promoted, it is necessary that the conduct of the profession be in accord with ethical standards. Therefore, we, the teachers, supervisors, and administrators of the schools in Michigan, pledge ourselves to the faithful observance of the following code of professional ethics adopted by us through the Michigan Education Association.

PRINCIPLES

A. Obligation to Pupils.

The Primary consideration of the educator should be the present and future welfare of the pupils placed in his/her charge. They should seek and prepare pupils to be socially and economically efficient in the home, school, and community, and to be personally happy as a member of society.

B. Obligation to Parents.

The educator, recognizing the authority of the parent over the pupil, should be willing to share this responsibility and to cooperate with the parents for the best interest of the child.

C. Obligation to the Public.

The educator should consider his/herself in a position of public trust and should therefore conduct themselves so that he/she increases respect for his professional and public education. Realizing his/her responsibility for leadership the educator should be ready to counsel and confer with all who have an interest in education.

D. Obligation to the Profession.

The educator should at all times maintain an attitude of constructive cooperation, guiding those under his/her direction, assisting his/her associates, and respecting the leadership of those charged with responsibility. By recognizing the dignity of the profession, he/she should help to maintain a high standard of loyalty and service.

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SOUTHGATE ANDERSON HIGH SCHOOL STAFF 2025-2026

TEACHERS	ADMINISTRATORS	TECHNOLOGY DEPT
Antaya, Tami	Randall, Tara	Ball, Mike
Armstrong, Les	Hansen, Marc	Giancecchi, Veronica
Bell, Stacy	ATHLETIC COORDINATOR	Mitchell, Amy
Bernard, Kelli	Dobek, Mitch	O'Connor, Brennan
Birch, Katie	DEAN OF STUDENTS	Schelevitz, Tony
Burgess, Emma	Salisbury, Erik	Theisen, Deborah
Cieslak, Michelle	COUNSELORS	Quoziente, Nic
Cozza, Roxanne	Cannon, Rachael	SPEECH
Cruz, Zachary	Hanna-Minni, Liz	Victor, Julie
Cumper, SFC Brian	Moul, Rachel	CUSTODIANS
Cunnien, Karen	O'Connor, Lisa	Aceves, Ana
Cunningham, Denise	Oxer, Steve	Bowman, Ryan
Cywinski, Emily	Smith, Carly	Frey, Ryan
Doyle, Dina	SOCIAL WORKERS	Heacox, Brian
Draper, Kelly	Dunholter, Karen	Lividini, Laz
Draper, Stephen	Candelaria, Iris	Owens, Clarissa
Druchniak, Eric	PARAPROFESSIONALS	West, Shane
Dye, LTC Jason	Bensfield, Michelle	CAFETERIA STAFF
Furkas, Ryan	Mills, Lourdes	Brennan, Jennifer
Gerberding, Tim	Moreno, Sharon	Cassel, Christy
Gruver, Nicole	Theeck, Karry	DeBerry, Angela
Herrick-Kujat, Amanda	SCHOOL RESOURCE OFFICER	Harden, Peggy
Hipke, Elisabeth	Parrish, Morgan	Montecinos, Nicole
Jaciuk, Laekyn	ADMINISTRATIVE ASSISTANTS	Shelton, Jennifer
Klein, Marcell	Denman, Sarah (Data/Guidance)	
Konarski, Richard	Goudreau, Beth (Mrs. Randall/CTE)	
Kroll, Tracy	Kolomitz, Emily (Front Office/MH)	
Kruger, Rick	McNees, Liz (Athletics/MD)	
Lange, Justin	ISS/TARDY SUPERVISOR	
McKay, Jayme	Laforet, Corey	
McKenna, Christine	LUNCH MONITORS	
Memering, Chuck	Brunackey, Michelle	
Meyers, Ben	Hankins, Connie	
Murphy, Nikki	Mazzotta, Rose	
Myers, Amy	STUDENT ADVOCATES	
Norscia, Colette	Burkhart, Korbin	
Novicki, Melinda	Keysaer, Jacob	
Okerlund, Paul	Mauricio, Christina	
Oldt, Frank	MEDICAL ASSISTANT	
Olsen, Chris	Druchniak, Katharine	
Otterstetter, Kim	MEDIA CENTER	
Piesz, Paul	Norscia, Ian	
Plourde, Karen	CTE TECHNICIANS	
Rader, Michael	Botz, Gary	
Rebeka, Mike	PREMIER SUBS	
Repp, Tina	Angileri, Riley	
Reynolds, Joe	Fast, Lisa	
Roberts, Jerry	Marten, Bobby	
Sakalas, Larry	Parker, Brooke	
Scharer, Noelle		
Shuryan, Rose		
Simms, Zachary		
Sisler, Patti		
Smith, Wendy		
Szczechowski, Bruce		
Talbott, Alex		
Tilson, Daniela		
Timmons, Meredith		
Vellmure, Aubrey		
Wall, Hyde		
Walter, Brendan		
Wesley, Stephanie		

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STAFF LOCATION LIST 1st SEMESTER 25-26

NAME	RM	1ST HR	2ND HR	3RD HR	LUNCH	4TH HR	5TH HR	6TH HR
Antaya, Tami	26				A		Conf	
Atlas	3				B			
Bell, Stacy	18							
Bernard, Kelli	61				B		Conf	
Birch, Katie	37						Conf	
Burgess, Emma	27	Conf			B			
Cieslak, Michelle	20				B		Conf	
Cozza, Roxanne	42				A		Conf	
Cruz, Zachary	25		Conf		B			
Cumper, SFC Brian	47				A		Conf	
Cunnien, Karen	34				A			Conf
Cunningham, Denise	33				B			Conf
Cywinski, Emily	31							
Doyle, Dina	29							Conf
Draper, Kelly	19			Conf	B			
Draper, Stephen	45B							
Druchniak, Eric	38				B		Conf	
Dye, LTC Jason	47				A		Conf	
Furkas, Ryan	24				B		Conf	Union
Gerberding, Tim	32		Conf		B			
Gruver, Nicole	37				B			Conf
Herrick-Kujat, Amanda	8					Conf		
Hipke, Elisabeth	30					Conf		
Jaciuk, Laekyn	1						Conf	
Klein, Marcell	Gym	Conf		RM 36	B			
Konarski, Richard	6				A			Conf
Kroll, Tracy	3							
Kruger, Rick	3							
Lange, Justin	58				A			Conf
McKay, Jayme	23			Conf	A			
McKenna, Christine	44	DMS	DMS			Conf		
Memering, Chuck	3							
Meyers, Ben	13				A			Conf
Murphy, Nikki	11					Conf		
Myers, Amy	3							
Norscia, Colette	21	Conf			A			
Novicki, Melinda	64	AHS	DMS			Conf	AHS	AHS
Okerlund, Paul	45A							
Oldt, Frank	57				A			
Olsen, Chris	36	Gym	Conf	Gym	A			

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Otterstetter, Kim	3							
Piesz, Paul	40			Conf	B			
Plourde, Karen	5			Conf	A			
Rader, Michael	10		Conf		A			
Rebeka, Mike	22				B			Conf
Repp, Tina	4							
Reynolds, Joe	41				A		Conf	
Roberts, Jerry	56			Conf	B			
Sakalas, Larry	2					Conf		
Scharer, Noelle	54				A			Conf
Simms, Zachary	43	Conf			B			
Sisler, Patti	3							
Smith, Wendy	35							Conf
Szczechowski, Bruce	12		Conf		A			
Talbott, Alex	9	Conf			B			
Tilson, Daniela	7				A			Conf
Timmons, Meredith	18							
Vellmure, Aubrey	14		Conf		A			
Wall, Hyde	60		Conf		A			
Walter, Brendan	64	Conf	DMS		B	AHS	AHS	AHS
Wesley, Stephanie	15	Conf			B			

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STAFF LOCATION LIST SEM 2 25-26

NAME	RM	1ST HR	2ND HR	3RD HR	LUNCH	4TH HR	5TH HR	6TH HR
Antaya, Tami	26				A		Conf	
Atlas	3				B			
Bell, Stacy	18							
Bernard, Kelli	61					Conf		
Birch, Katie	37						Conf	
Burgess, Emma	27			Conf	A			
Cieslak, Michelle	20			Conf	B			
Cozza, Roxanne	42					Conf		
Cruz, Zachary	25				A		Conf	
Cumper, SFC Brian	47				A		Conf	
Cunnien, Karen	34				A		Conf	
Cunningham, Denise	33		Conf		B			
Cywinski, Emily	31							
Doyle, Dina	29							
Draper, Kelly	19	Conf			B			
Draper, Stephen	45B							
Druchniak, Eric	38			Conf	B			
Dye, LTC Jason	47				A		Conf	
Furkas, Ryan	24				B		Conf	Union
Gerberding, Tim	32				A			Conf
Gruver, Nicole	37				B			Gruver
Herrick-Kujat, Amanda	8	Conf			B			
Hipke, Elisabeth	30				A		Conf	
Jaciuk, Laekyn	1						Conf	
Klein, Marcell	Gym					Conf	Rm. 36	
Konarski, Richard	6					Conf		
Kroll, Tracy	3							
Lange, Justin	58				A			Conf
McKay, Jayme	23					Conf		
McKenna, Christine	44					Conf		
Memering, Chuck	3							
Meyers, Ben	13	Conf			B			
Murphy, Nikki	11				B			Conf
Myers, Amy	3							

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Norscia, Colette	21				A			Conf
Novicki, Melinda	64	AHS	DMS		B	Conf	AHS	AHS
Okerlund, Paul	45A				B			
Oldt, Frank	57				A			
Olsen, Chris	36				A			
Otterstetter, Kim	3							
Piesz, Paul	40			Conf	B			
Plourde, Karen	5					Conf		
Rader, Michael	10		Conf		A			
Rebeka, Mike	22			Conf	B			
Repp, Tina	4							
Reynolds, Joe	41		Conf		A			
Roberts, Jerry	56				B		Conf	
Sakalas, Larry	2			Conf	B			
Scharer, Noelle	54				A			Conf
Simms, Zachary	43	Conf			A			
Sisler, Patti	3							
Smith, Wendy	35							Conf
Szczechowski, Bruce	12		Conf		A			
Talbott, Alex	9					Conf		
Tilson, Daniela	7	Conf			A			
Timmons, Meredith	18							
Vellmure, Aubrey	14		Conf		A			
Wall, Hyde	60		Conf		B			
Walter, Brendan	64	Conf	DMS		B	AHS	AHS	AHS
Wesley, Stephanie	15	Conf			B			

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TEACHER EXTENSION LIST

Name	Room	Extension		Name	Room	Extension
ANTAYA, Tami	26	2226		MEYERS, Benjamin	13	2213
ARMSTRONG, Les	4	2304		MURPHY, Nikki	11	2211
BELL, Stacy	18	2266		MYERS, Amy	03	2302
BERNARD, Kelli	61	2261		NORSCIA, Colette	21	2221
BIRCH, Katie	37	2237		NOVICKI, Melinda	64	2264
BURGESS, Emma	27	2227		O'CONNOR, Lisa	4	2308
CIESLAK, Michelle	20	2220		OKERLUND, Paul	45A	2245
COZZA, Roxanne	42	2242		OLDT, Frank	57	2257
CUMPER, SFC Brian	47	2253		OLSEN, Chris	36	2236
CUNNIEN, Karen	34	2234		OTTERSTETTER, Kim	3	2203
CUNNINGHAM, Denise	33	2233		PIESZ, Paul	40	2240
CRUZ, Zachary	25	2225		PLOURDE, Karen	5	2205
CYWINSKI, Emily	31	2231		RADER, Michael	10	2210
DOYLE, Dina	29	2229		REBEKA, Mike	22	2222
DRAPER, Kelly	19	2219		REPP, Tina	4	2203
DRAPER, Stephen	45B	2267		REYNOLDS, Joe	41	2241
DRUCHNIAK, Eric	38	2238		ROBERTS, Jerry	56	2256
DYE, LTC Jason	JROTC office	2248		SAKALAS, Larry	2	2202
FURKAS, Ryan	24	2224		SCHARER, Noelle	54	2254
GERBERDING, Tim	32	2232		SHURYAN, Rose	4	2308
GRUVER, Nicole	37	2237		SIMMS, Zachary	43	2243
HERRICK-KUJAT, Amanda	8	2208		SISLER, Patricia	3	2305
HIPKE, Elisabeth	30	2230		SMITH, Wendy	35	2235
JACIUK, Laekyn	1	2201		SZCZECHOWSKI, Bruce	12	2212
KLEIN, Marcell	Gym(52)	2252		TALBOTT, Alex	9	2209
KONARSKI, Richard	6	2206		TILSON, Daniela	7	2207
KROLL, Tracy	3	2303		TIMMONS, Meredith	18	2218
KRUGER, Rick	3	2203		VELLMURE, Aubrey	14	2214
LANGE, Justin	58	2258		WALL, Hyde	60	2260
McKAY, Jayme	23	2223		WALTER, Brendan	64	2264
McKENNA, Christine	44	2244		WESLEY, Stephanie	15	2215
MEMERING, Chuck	03	2307				

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BUILDING MAP

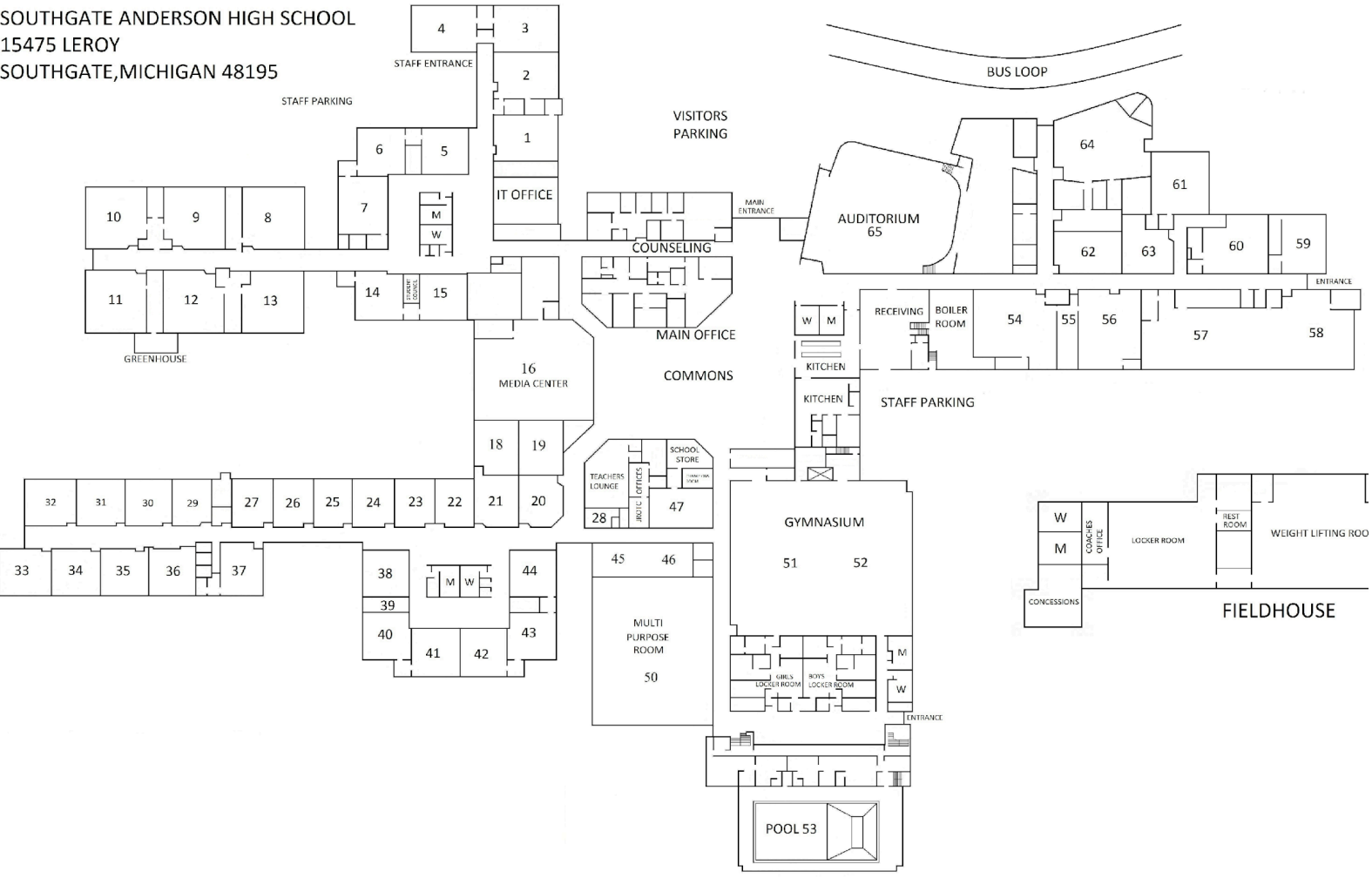


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Teacher Evaluations 25-26

TR	MH
*Antaya, Tami	*Bell, Stacy
*Bernard, Kelli	*Cozza, Roxanne
*Birch, Kathleen	Cumper, Brian
*Burgess, Emma	Draper, Kelly
Cannon, Rachael	*Dye, Jason
Cieslak, Michelle	Herrick-Kujat, Amanda
*Cruz, Zachary	Hipke, Elisabeth
*Cunnien, Karen	*Jaciuk, Laekyn
*Cunningham, Denise	Konarski, Richard
*Cywinski, Emily	*Lange, Justin
Dobek, Mitchell	McKenna, Christine
*Doyle, Dina	*Meyers, Benjamin
Druchniak, Eric	*Murphy, Elise
*Furkas, Ryan	Novicki, Melinda
Gerberding, Timothy	Oldt, Frank
*Gruver, Nicole	Olsen, Christopher
Hanna-Minni, Liz	Plourde, Karen
*Klein, Marcel	Rader, Michael
McKay, Jayme	Sakalas, Lawrence
*Moul, Rachel	*Scharer, Noelle
*Norscia, Colette	Szczechowski, Bruce
Okerlund, Paul	*Talbott, Alexandra
*Oxer, Steve	*Tilson, Daniela
Piesz, Paul	*Timmons, Meredith
Rebeka, Michael	*Vellmure, Aubrey
*Reynolds, Joseph	Walter, Brendan
*Roberts, Jerry	Wesley, Stephanie
*Simms, Zachary	
*Smith, Wendy	
*Wall, Hyde	
*Druchniak, Katharine	
*Goudreau, Margaret	*Botz, Gary
*McNees, Liz	*Kolomitz, Emily
*Denman, Sarah	
*Theeck, Karry	
*Moreno, Sharon	
*Norscia, Ian	
*Evaluation year	*Evaluation year

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25-26 Calendar



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SCHEDULES

ANDERSON HIGH SCHOOL	
Time Schedules	
1st	7:20-8:20
2nd	8:26-9:24
3rd	9:30-10:28
4th w/B	10:34-11:32
Lunch (B)	11:32-12:12
5th	12:12-1:10
6th	1:16-2:14

Lunch (A)	10:28-11:08
4th w/A	11:08-12:06

1/2 Day Mini-Schedule	
1st	7:20-7:49
2nd	7:55-8:24
3rd	8:30-8:59
4th	9:05-9:34
5th	9:40-10:09
6th	10:15-10:44

1/2 Day Regular	
1st/4th Hour	7:20-8:24
2nd/5th Hour	8:30-9:34
3rd/6th Hour	9:40-10:44

½ Day Finals	
1st/3rd/5th Hour	7:20-8:57
2nd/4th/6th Hour	9:07-10:44

Pep Assembly Schedule

1	7:20-8:08
2	8:14-9:02
3	9:08-9:56
5	11:30-12:18
6	12:24-1:12
Assembly	1:12-2:14

1st Lunch	9:56-10:36
4 (A)	10:36-11:24
4 (B)	10:02-10:50
2nd Lunch	10:50-11:30

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Anderson High School - Bell Schedule

Activity (Tone)	*Regular Day (SC #1)*	*Mini Class Half Day (SC #2)*	*Regular Half Day (SC #3)*	*Finals Half Day (SC #4)*	*Assembly (SC #5)*
Faculty at Posts (5)	7:15	7:15	7:15	7:15	7:15
Minute Bell (6)	7:19	7:19	7:19	7:19	7:19
1st Period Begins (5)	7:20	7:20	**1st/4th Hr** 7:20	**1st/3rd/5th Hr** 7:20	7:20
1st Period Ends (6)	8:20	7:49	8:24	8:57	8:08
Minute Bell (6)	8:25	7:54	8:29	9:06	8:13
2nd Period Begins (5)	8:26	7:55	**2nd/5th Hr** 8:30	**2nd/4th/6th Hr** 9:07	8:14
2nd Period Ends (6)	9:24	8:24	9:34	10:44	9:02
Minute Bell (6)	9:29	8:29	9:39		9:07
3rd Period Begins (5)	9:30	8:30	**3rd/6th Hr** 9:40		9:08
3rd Period Ends (6)	10:28	8:59	10:44		9:56
Minute Bell (6)	10:33	9:04			10:01
4th Period Begins (B Lunch) (5)	10:34	9:05			10:02
Minute Bell (6)	11:07				10:35
4th Period Begins (A Lunch) (5)	11:08				10:36
4th Period Ends (B Lunch) (6)	11:32				10:50
4th Period Ends (A Lunch) (6)	12:06	9:34			11:24
Minute Bell (6)	12:11	9:39			11:29
5th Period Begins (5)	12:12	9:40			11:30
5th Period Ends (6)	1:10	10:09			12:18
Minute Bell (6)	1:15	10:14			12:23
6th Period Begin (5)	1:16	10:15			12:24
6th Period Ends (6)	2:14	10:44			

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Grade Level Meeting Schedule

September 2025

Students should report to class for attendance purposes and then should be dismissed directly to the Auditorium, there will be NO PA announcement, please see that they arrive promptly. If you have a single grade level in that hour, please accompany the students to the Auditorium to help with supervision. Students will be dismissed back to class after the meeting and please notify the office if a student does not return to your class.

Freshmen Class Meeting	September 4th 8:45
Sophomore Class Meeting	September 9th 8:45
Junior Class Meeting	September 10th 8:45
Senior Class Meeting	September 11th 8:45

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AHS Meeting Dates

2:15 pm - 3:15 pm

Members:

SIT: *Chair:* Smith, Randall, Hansen, Doyle, Rader, Hipke, Birch, Cywinski, Furkas, Gerberding, Gruver, Okerlund, Cunnien, Plourde, Dye, Draper, Burgess, Cruz, Murphy, Talbott, Vellmure

Dept. Chair: Furkas, Cunnien, Konarski, Oxer, Sakalas, Cozza, Rader, Birch, Dunholter, Walter, Roberts

Data Team: Jayme McKay, Hanna-Minni, Bell, Tilson

SIT/Department Chair and Data Team

10/15/25

11/12/25

1/14/26

2/11/26

3/11/26

5/13/26

Staff Meetings (2:15-3:00)

9/22/25
10/13/25
10/27/25
12/15/25
1/26/26
2/23/26
3/23/26
4/27/26
5/18/26
6/1/26

Professional Development Days

8/26/25
8/27/25
10/31/25 (PM)
11/4/25
1/29/26 (PM)
4/6/26
5/22/26 (Virtual)
6/9/26 (PM)

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Administrative and Office Staff Responsibilities

Tara Randall: Principal

STUDENTS:
Attendance/Truancy/Discipline/504/IEP/N
Student Code of Conduct
31A
Pre-Registration/Pictures all underclassmen
Student Fines/Obligations
Student IDs

STAFF:
Staff Evaluations-
MTSS, Ins. Coaches, Counselors
ELA, Spec. Ed, Sect, Paras
Staff Emergency Cards
Student Teachers
Substitutes
SRO
Teaching Supplies
Personnel—Comp time/Personal Business
Cafeteria Staff
Class Sponsors
Dean of Students

BUILDING OPERATIONS:
Announcements/ Communications/ Socia
Calendars
Time Schedules
Beginning/End of Year Procedures
Field Trips
Cafeteria
School/Club Fundraisers
Guidance Office
Crisis Team
Data Processing—Progress Reports and Report Cards
Mailings
Media Exclusion
Residency

ACADEMIC:
School Improvement
Curriculum Development
Professional Development
PSAT 8/9/10
Testing—MME, SAT

CEREMONIES/EVENTS:
Parent Teacher Conferences
Honor Roll
Commencements
Caps & Gowns/Pictures/ Senior Walk
Honors Convocation/Top Ten Ceremony

BUSINESS:
Payroll
Requisitions and POs
Budget/Purchasing/Petty Cash
Internal Accounts
Copy Machines

Mitch Dobek: Athletic Director

ATHLETICS:
Athletic Schedules, Officials, Transportation
Coaches - Personnel and supervision
Athletics Support Staff
Athletics - Eligibility

BUILDING OPERATIONS:
Building Use Schedule
Building and Grounds- Facility Use Forms
EPI Pen/AED
Athletic Fundraisers
Maintenance Work Orders
Safety/Weather Drills
Security—Alarm Systems, Keys, Communication Devices

BUSINESS:
Athletic Requisitions and POs
Athletic Budget/Purchasing

Erik Salisbury: Dean of Students

STUDENTS::
All tier 1 discipline referrals
Hallway supervision
Lunch supervision
PBIS
*Only discipline which warrants consequence less than an out of school suspension
*No threat risks

BUILDING OPERATIONS:
Supervision of lunches
After School Detention
Lunch Detention
ISS/Tardies
Open Lunch program
Student Lockers
Cameras
Parking Passes
Assemblies/Pep Rallies *Just approver and supervisor

STAFF:
EduStaff Employees- Advocates, Attendance Spec., Lunch Monitors, Security

Marc Hansen: Asst. Principal/ CTE Director

STUDENTS:
Attendance/Truancy/Discipline/504/IEP/N
School Store Students
Track Transfers

ACADEMIC:
Robotics

STAFF:
Staff Evaluations-
Data Team Meeting Leader
CTE Programs
Crisis Team
Dept. Chair Meeting Leader

BUILDING OPERATIONS:
Classroom/Office Furniture
Technology
Staff Handbook
Student Handbook
Course Guide
Program of Studies/Course Guide
Textbooks/Adoption
PEPC
Attendance/Truancy
Count Day

BUSINESS:
CTE Requisitions and POs
CTE Budget/Purchasing

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Administrative Assistant Responsibilities

Front Office/MH Assistant

- Ten/Fifteen Day Absence Report for 9th-12th Grade
- Homework for all grades for ill/suspended/homebound students
- Answer phones
- Attendance voicemails
- Attendance reports
- Absent Student Call Alert
- IChat for background checks
- Count Days-Fall and Spring
- Greeting and Welcoming Guests
- Locker Assignments
- Picture Day Set up
- Mailings
- Mail/Package Distribution
- Pre-Registration Set up
- Packages delivered to main office
- Student IDs
- Hole punch cards
- Recordkeeping of Punched Cards
- Social Security and Friend of the Court Letters
- Attendance Collection Status and Master Absence for Teachers
- Other duties as Assigned

Athletic/Facilities//MD Assistant

- Answer phones
- Awards for Athletes
- Greeting and Welcoming Guests
- Facility Use Forms and Schedule Star
- Mailings
- Maintenance Work Orders
- Money from Athletics - gate
- Physicals
- Purchases for Athletics
- Student Activities
- Student Handbook
- Athletic Student Fines/Obligations
- Telephones
- Parchment
- Athletes Code of Conduct
- Blue Cards
- Deposit Activity Fees
- Deposit Gate Money
- Athletic Rosters
- Award Invoices & Collection
- Athletes Daily Attendance
- Athletes Weekly Ineligibility
- Other duties as assigned
- District Facility Scheduling

Principal/CTE/TR Assistant

- Accident forms for staff
- Answer phones
- Announcements
- Activity Fees
- AP Testing/Edgenuity/Summer School money collection
- Appendix B
- Beginning/End of Year Procedures
- Budget/Purchasing
- Calendars
- Commencement
- Communication
- Copiers
- Conferences
- Custodians
- CTE Programs
- CTE Purchases
- Field Trips: enter Acct and send to Curriculum
- Fundraising
- Greeting and Welcoming Guests
- IEP subs
- Ineligibility: Band/Clubs
- Internal Accounts
- Paraprofessionals
- Parent Teacher Conferences/Open House
- Payroll
- Personnel
- Petty Cash
- Professional Development
- Requisitions and POs
- Staff Emergency Cards
- Staff Handbook
- Student Teachers
- Substitutes
- Teaching Supplies
- Technology
- Textbook Adoption
- 31A
- Graduation
- Honors Assembly/Certificates/ Mailings
- Class Rosters for Sub Teachers
- Other duties as assigned

Data/Guidance

- Attendance Reports
- Announcements on PowerSchool
- Answer phone in Counseling
- CA 60s/Request/Mailing/File
- Calendar/Bell Schedule
- Commencement
- Count
- Course Number Assignment for DMS/AHS
- CTE Reports/Grades
- Data processing—Progress Reports and Report Cards
- Greeting and Welcoming Guests
- Graduation Verifications
- Verification-Former Students
- Guidance Letters/Reports
- Historical Grades
- Link Crew
- Mailings
- Master Schedule
- MME Conflicts
- PowerSchool Passwords
- PowerSchool Reports
- New Student Enrollment
- Recognition Ceremony/Certificates/ Mailings
- Residency
- Student fines
- School of Choice
- Student Data Services
- Student Schedules
- Technology
- Testing Out
- Transcripts
- Grades/Reports/changes
- Attendance Certificates
- MME
- Testing-ACT/SAT scores on Transcripts
- Work Permits
- Other duties as assigned

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Department Chairperson Responsibilities

- The department has an appointed chairperson with the general responsibility for guiding the department toward selected goals. It is the specific responsibility of the chairperson to:

- Participate in the School Improvement Team, when requested, to aid in the development and analysis of building policies and be responsible for their communication and implementation at the department level.

- Facilitate the development of assessments including an assessment schedule in regards to pre and posttests and common exams. Assessments are directly linked to the CCSS and/or High School content expectations.

- Collect and analyze data at the department level to be used for School Improvement/ASSIST/Advanc-Ed/NCA purposes and individual student growth documentation.

- Communicate the needs of the department (personnel, space, fiscal) to the principal.

- Serve as an advocate for the department in the building, the community, to appropriate external agencies, and at meetings of learned and professional societies.

- Provide leadership in the recruitment of faculty members.

- Encourage and support good teaching, scholarly activity, and professional development within the department.

- Endeavor to maintain faculty morale by reducing, resolving, or preventing conflicts.

- Organize and coordinate the departmental faculty and staff in developing, implementing, and evaluating short and long-range departmental goals, objectives, standards and programs.

- Work with the faculty to develop standards, curricula, and procedures that provide adequate preparation of students for the next grade level.

- Manage departmental resources, including the budget, in accordance with building and district guidelines.

- Endeavor to secure and maintain adequate supplies, materials, and equipment for the department.

Department Chairs

***Math*—Richard Konarski**
***English*—Karen Cunnien**
***Science*—Mike Rader**
***Social Studies*—Ryan Furkas**
***World Languages*—Roxanne Cozza**
***Electives*—Jerry Roberts and Brendan Walter**
***Business/CTE*—Larry Sakalas**
***Counseling*—Steve Oxer**
***Special Education*—Katie Birch**
***Social Work*—Karen Dunholter**

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Freshmen Philosophy

Current research tells us that there is a very high correlation with how ninth grade students perform on coursework and the likelihood of eventual graduation. Often middle school is able to provide additional support and remediation and offer more “safety nets” than high schools. With the ninth graders in our building we want to put practices in place that continue to hold high expectations for all students while creating a culture of excellence. It is our goal at Anderson High School to support our ninth grade students by the following initiatives:

- Our Link Crew program has matched up our upperclassmen with our freshman to provide role models and mentorship opportunities to our newest AHS Titans. There are specific events planned for the beginning, and throughout the school year for the Link Leaders to connect and advocate for “their” freshmen. The focus of the Link Crew Program will support our students both academically and socially with the greatest assets we have in our building--their peers!

- There are three counselors that will divide the ninth grade by alphabet. Another counselor will continue to work as an “At-Risk Counselor” and be funded through Title 31a Grant funds. Her focus will be primarily the ninth grade class, as research shows that they are the most “at-risk” in high school. She and the MTSS staff will continue the Help Center program during lunch for 9th graders with missing assignments, where 9th grade teachers will provide regular information to the MTSS team regarding the students needing assistance. There will also be an after school assistance program (Titan Time) that will be available for all students at AHS.

- Guided Academics will also be another opportunity to provide assistance to our at-risk population where Link Crew Leaders can be assigned to work with their peers.

- The Help Center is a program utilized for ninth and tenth grade students that focuses on homework/classwork completion. Students are assigned by core content teachers when they have missing assignments and will report to the Help Center during their lunch time to complete those assignments.

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STAFF PROCEDURES AND POLICIES

ABSENTEEISM – FACULTY

RED ROVER

The Red Rover system will now record how many sick/personal/vacation days you have remaining. Red Rover is available 24 hours a day.

It is your **individual** responsibility to report your absence using the Red Rover system. The building administrative assistants have been instructed **not** to enter absences for you.

Failure to report off using this system will result in progressive discipline.

If, in the case of an emergency, you attempt to enter your absence less than one hour before your reporting time, contact your supervisor, as you will be unable to access Red Rover if there is less than one hour before your start time.

Absences Due to Illness (Individual or Family Illness)

1. Log into Red Rover as soon as you become ill to secure a substitute.
2. Select the appropriate reason for absence from the drop down menu.

Planned Absences (Personal Business/Comp Time)

1. Personal Business Day(s)/Comp Days should be requested at least 24 hours in advance to the building Principal and entered in the Red Rover absentee reporting system. These absences will be noted in Red Rover as "Pending Approval."
2. The principal will receive requests daily via Red Rover and approve as noted in the contract.

Planned Absences (School Business)

1. School Business Day(s) requests are to be requested at least 24 hours in advance via the Red Rover absentee reporting system. Ideally, these absences should be entered in Red Rover immediately upon approval being granted. These absences will be noted in Red Rover as "Pending Approval."
2. The principal will receive requests daily via Red Rover and approve as necessary.
3. Requests for School Business Days entailing payment of registration fees, lodging, etc., must be approved by Central Office (see Conferences and Workshops).

General Information regarding Absences

1. Illnesses lasting 5 or more consecutive days – Human Resources requires a note from your physician prior to or upon your return to work. A Family Medical Leave may be in order.
2. Scheduled Surgery – Must notify Human Resources **at least** 30 days in advance, including during vacation times.
3. Unscheduled Surgery – Must notify immediate Supervisor and Human Resources as soon as you are aware.
   (*Being absent from work without notifying administration could result in termination)*

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ACCIDENTS, EMPLOYEE

A. Accidents to employees should be reported immediately to the Office so that proper procedures can be followed. All work-related injuries are to be reported within 24 hours to the building Principal.

B. Where medical treatment is indicated in the judgment of the building Principal or employee, the employee needing medical treatment will be provided with an authorization form prior to going to the Concentra Urgent Care. These forms and a map with directions to the clinic can be obtained from the main office.

C. Forms regarding Workers Compensation must be completed jointly by the Central Office and the employee.

D. If an employee elects to see their own doctor rather than Concentra Urgent Care during the first 10 days following the injury, he/she will be liable for office expenses.

E. All employees having received medical treatment shall obtain a letter or written release authorizing a return to work date. If this authorization is from a source other than the Concentra Urgent Care, Southgate Community Schools retains the right to have the employee evaluated by Concentra Urgent Care. This authorization must be given to the building Principal or the payroll department prior to returning to work.

F. All other questions concerning a work related injury or illness should be directed to the payroll department at Central Office.

G. Failure to comply with the above instructions negates possible compensation claims.

ACTIVITY/CLUB SPONSORS

Required Documents: You must submit to the administration, by September 30th, one copy of each of the following items for your activity/club:

- Constitution
- By-Laws
- Goals and Activities
- Activity Calendar of Events
- Proposed Fund Raising Activities

Membership/GPA Status: Please submit to administration by September 30th, a membership list for your activity club/organization in the following manner:

- Alphabetical list of students' names
- Identification of officers.

Posters and Paint/Wall Damage

- Please remember, budget restraints prohibit a long-range painting and refurbishing program. Currently, painting is accomplished by allocation of overtime funds.
- All posters must gain appropriate administration approval prior to being hung in the school.
- All posters must be removed within 24 hours of the end of the activity.
- Posters may only be displayed on the cinder block around each set of drinking fountains and the various bulletin boards around the building.

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Expectations for Students After School

- Student Supervision after Regular School Day: If a teacher requests that a student remain after school for disciplinary action, the parent must be informed in advance.

- When students remain after school to participate in class related or extra curricular activities, the parent should be informed that their son/daughter is staying after school.

- Students who participate in athletics are under the direct supervision of the coach. If a team is jogging, they are to be supervised. The coach cannot give permission or sanction any athlete to jog and warm up on his/her own private practice unless the coach supervises the athlete.

- Activities and athletic contests are to be considered part of the school day. Student behavior is expected to be in accordance with school district and Anderson High School policy.

- All sponsors should have regularly scheduled meetings and activities with clearly defined and published starting and ending times so that the students and their families may plan accordingly. Stress to each student that he/she should be picked up immediately following the meeting. Please make sure your students understand they should not just roam the halls aimlessly.
- When you leave the designated meeting area, please secure all doors, windows, etc. Please remember that prior to leaving the high school premises, it is your responsibility to check that all of your club members have safely left the premises.

ANNOUNCEMENTS

Student and staff announcements will be posted on the Southgate Schools website each morning.

To continue to look for ways to preserve the instructional time provided to you, the PA system will only be utilized for student announcements before school and during passing.

The PA will not be used during class time unless there is a security issue, drill or other unforeseen circumstance.

If you have an announcement you would like in all of these places, please submit them to the shared Google Form entitled " AHS Student Announcements" located on the Teacher Resources Link on the AHS Website no later than 2:00 pm one day prior to the date of request.
Announcement Submission form:
https://docs.google.com/forms/d/1cBHR5aKVmxs0iVILoMV_XgpjBqK2f8eaTKkE2AFug9g/viewform

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ATHLETIC DEPARTMENT POLICIES

Anderson High School is a member of the Michigan High School Athletic Association, and therefore must follow its rules and regulations concerning eligibility, transfer, physical examination, seasons of competition, awards, and limited team membership. The athletic department maintains an extra-curricular / co-curricular code of conduct in addition to M.H.S.A.A. rules. Our extra-curricular / co-curricular code of conduct deals with general team rules and regulations, school attendance requirements, and academic standards. A copy of our extra-curricular / co-curricular code of conduct is available upon request from the athletic office.

Academic Requirements

To be eligible for extra-curricular and co-curricular activities, a student shall maintain a 2.0 grade point average. Grades will be checked every week via PowerSchool. Plans will be developed to ensure student academic success if a student falls below the 2.0 level. In addition, a student must not have more than one “E” throughout the semester. Students with more than one current “E” will not be eligible for that full week of competition, or until their grades are at a passing level.

The Michigan High School Athletic Association (MHSAA) rules state that students must have passed at least four (4) classes from the previous semester in order to be eligible for competition. The athletic department will check previous semester grades before students are placed on athletic teams.

Extra-Curricular / Co-curricular Code of Conduct

Participation in extra-curricular/co-curricular activities is a privilege. When a student chooses to participate in these activities, he/she voluntarily selects a course of self control and self discipline that is a part of an activity membership. The Southgate Community Schools provide facilities, sponsors or coaches, transportation, training resources, and necessary equipment and supplies. The school district can, accordingly, revoke or restrict the privilege of participation if a student fails to live up to expectations and standards. The following progressive discipline steps will be enforced. All violations carry over from year to year and are cumulative, beginning either in 6th grade or upon entering the school district at any point in grades 6-12.

A. USE, POSSESSION, OR SALE OF ALCOHOL, TOBACCO, VAPING, OR ANY TOBACCO OR VAPING PRODUCTS

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Code V, VI, VIII

B. USE, POSSESSION OR SALE OF STEROIDS, ILLEGAL DRUGS OR ANY CONTROLLED SUBSTANCES

Enforcement of this section will take place year round, on or off school grounds and outside of regular school functions. Failure to Comply - Codes VII, VIII

C. STEALING OF SCHOOL EQUIPMENT, UNIFORMS, OR DESTRUCTION TO ANY SCHOOL PROPERTY

Enforcement of this section will take place year round on or off school grounds and outside of

regular school functions. Failure to Comply - Codes V, VI, VII, VIII

D. CONVICTION OF ANY FELONY

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Codes VII, VIII

E. SPORTSMANSHIP/CONDUCT UNBECOMING STUDENTS PARTICIPATING IN OR AT EXTRA-CURRICULAR ACTIVITIES

This would include any behavior which is deemed unbecoming, illegal, or which brings discredit to their group or team and/or school. Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

Athletic Department Offerings

The following is a list of extra-curricular sport offerings at Southgate Anderson:

Fall – Football, Girls Volleyball, Boys & Girls Cross Country, Boys Tennis, Boys Soccer, Girls Swim, Sideline Cheerleading, Girls Golf

Winter – Boys Basketball, Girls Basketball, Wrestling, Boys Swim, Hockey, Competitive Cheerleading, Sideline Cheerleading, Figure Skating, Boys & Girls Bowling

Spring – Baseball, Softball, Girls Tennis, Girls Soccer, Boys & Girls Track, Boys Golf, Boys & Girls Rowing

ATTENDANCE AT ASSEMBLY PROGRAMS

A. To provide adequate supervision of students, teachers are expected to attend all assembly programs unless they have a teaching assignment at that time.
B. In an attempt to provide optimum conditions, in terms of both supervision and enrichment, teachers are asked to attend the assemblies and sit with their classes.
C. More specific instructions regarding supervision, dismissal, etc., will be given prior to each assembly.

BUILDING USE

Building Use Forms must be completed to use various sites throughout the building. Never assume an area is available during school or after school hours. Various sites through the building are in high demand by school groups, district groups, and the community.

A. If you use your own room for after school club meetings, a Building Use Form is not required.
B. Building Use Forms are available through the Assistant Principal's office that handles building use.
C. All outside organizations and groups desiring to use any school facility must have permission and approval from the building administrator.

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CLASS INTERRUPTIONS, SCHOOL SAFETY AND SECURITY

A. Parents or other adults who come to your room to talk with you are to be politely but firmly referred to the Principal's office for an appointment. You should explain that you cannot leave your class unattended to talk with them at that time. In the event you are unsuccessful, call the office immediately.
B. The presence of non-students in the building should be reported to the office immediately.
C. Visitor passes must be obtained from the main office in advance.

CLASSROOM ASSIGNMENTS

Classroom assignments are made by administration in collaboration with department chairs after student scheduling in the spring. Requests from staff will be taken into consideration, but the final decision will be made by administration.

CONFERENCES AND WORKSHOPS

A. Funding for conferences, workshops, clinics, etc. is limited.
B. Funds may be available upon request to attend conferences, workshops, etc.
C. Please use the appropriate forms to make applications. Conference Forms are available on the district website under the Curriculum Dept.
D. Final approval for such activities is granted by the Curriculum Department. Requests must be submitted to the secretary as soon as possible.
E. Once the approval for a conference or workshop has been approved, the teacher should follow the procedures outlined under "Absenteeism-Faculty" as soon as possible to arrange for a substitute.

CUSTODIAL/MAINTENANCE REQUESTS

The custodial/maintenance staff of Anderson High School is here to help and assist you in any way possible. As the year progresses, you will find yourself in need of their assistance in many ways.

a. As maintenance needs arise, please contact the administrator in charge of maintenance requests/concerns by email. Examples of things you might need to complete this form for would be:

1. a broken pencil sharpener
2. a broken desk or chair
3. replacement of light bulbs
4. a broken pull-down movie screen
5. jammed door lock

b. Should you have an emergency situation, please call the office and someone will take care of the problem as soon as possible.

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c. If your request has not been taken care of to your satisfaction, or in a timely manner, please contact the administration to discuss the matter.

DRESS

Expectation: Staff Appearance
Staff attire and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Expectations:

Just as the dress and personal appearance of students has a positive effect in the overall department and personal hygiene of students, faculty set the example. Their professionalism sets a tone for the classroom and for the school. Faculty dress code should reflect the student dress code, but at a more professional level. Dresses, skirts, dress slacks, shirts and ties, and collared shirts are appropriate for the classroom and school related meetings. Staff should consider their professional role in a business setting in carrying out their responsibilities regarding the district activities. Necklines exposing cleavage are not suitable for school. Likewise, jeans are not considered classroom attire unless under approved circumstances, such as a field trip. Professional length skirts should be about finger-tip length or longer. Final decisions regarding appropriate attire are at the discretion of building administration.

Please remember you are a role model at all times. It confuses students and parents when students are expected to follow a set of rules that the adults around them do not respect.

FUNDRAISING

a. Any coach, faculty member, club, or organization that wishes to sell merchandise or sponsor a fundraising activity, must first complete a request form available online. No sponsor, coach, or staff member should collect or handle any monies without prior administrative approval. Cash is not to be stored in your classroom. Doing so places you in financial jeopardy should any funds be lost or stolen.

b. Each request will be reviewed by the Anderson High School Administration with the sponsor and, if approved, will be placed on the Anderson High School Fundraising Calendar.

c. In addition:

1. All fundraising sponsors must have established an internal account.
2. All fundraising monies should be turned in to the Principal's secretary.
3. All fundraising requests must be validated before verbal or written contracts are made with merchandising representatives. You may not enter into a contract of any kind as an employee or representative of Southgate Community Schools without prior administrative approval and an approved purchase order.
4. All fundraising activities are to take place outside the classroom.
5. You may not enter into a contract that suggests, implies or involves that contributions will be solicited on behalf of the high school or school district. Solicitations of contributions can only be made by staff members directly.

d. It is desired that the above procedure will accomplish the following:

1. Eliminate unfair competition between clubs and organizations.
2. Aid and assist sponsors in determining valid and realistic methods of fundraising.
3. Keep the staff informed about the scope of activities operating at a given time.
4. Avoid overlap of activities and selling practices.

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5. Protect staff and students from an overload of merchandising.
6. Space and control volume of activities to avoid heavy and light concentrations.
7. Reduce the number of educational disruptions.

e. The Smart Snack Legislation require that the following guidelines will be adhered to:
   1. The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
   2. The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
   3. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

Fundraising Calendar

https://www.google.com/calendar/embed?src=sgate.k12.mi.us_8dn3t5d0k2h9fs6mun59ja8744%40group.calendar.google.com&ctz=America/New_York

Fundraising Submission Form

Pre-approval form
Post-Fundraiser form

GUEST SPEAKERS

The staff is encouraged to use as many community resources as possible to enhance their subject. One of our more positive public relations methods is the use of guest speakers or lecturers, therefore; please adhere to the following:

a. If a speaker agrees to visit the classroom, then the teacher will send a letter/email of confirmation indicating the following:
   1. The date
   2. Time
   3. Teacher's name
   4. Type of class: Math, Technology, etc.
   5. Name of student contact person (if applicable)
   6. Topic of discussion

b. Please have a copy of this letter of confirmation/email filed with the office.
c. The morning of the expected visit, please notify the secretary.
d. The guest speaker should report to the office for a visitor's I.D. badge.
e. When the teacher is absent, it is his/her responsibility to cancel all guest speakers for the day.
f. The teacher should send a thank you letter to the guest speaker.

By complying with these guidelines, there should be less confusion and misunderstandings on the part of guest speakers, and hopefully, they will leave with a more positive attitude toward Anderson High School.

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KEY POLICY, REGULATIONS, AND PROCEDURES

It shall be the intent of the office to establish the highest degree of building security through the following procedures:

Keys will be issued only to those school employees who because of their specific job description and/or assignment require the use of a specifically designated area. The decision to approve a key request and the subsequent issuance of the key shall rest solely with the office.

Acceptance of the requested keys in conjunction with your signature results in the creation of an implied contract. As cooperative parties in this contract, please be advised of the following:

a. It is inherent within the above guidelines that school personnel do not loan, borrow, or exchange keys with other school employees.
b. The use of school keys by individuals other than school employees increases the opportunities for the infiltration of the school's security system. Students must not be given the opportunity to handle, transport, or use school keys.
c. Each school employee must exercise extreme caution in the use, placement, and handling of his/her keys.

If you believe for any reason the security of your assigned area has been breached, please notify the office. The office must be notified immediately in writing if your keys are misplaced or lost. The cost involved in re-coring locks reduces our operating funds and the time lost prevents the completion of other more pressing maintenance projects. Please exercise great care in the use, placement, and handling of your keys throughout this coming school year.

If additional keys are needed, please follow these procedures:

a. Staff (Teachers, Administrators, Secretaries, Para-Professionals)
    1. Staff members must sign for each key that has been approved.
    2. If a staff member feels that he/she needs additional keys or wants to have keys replaced, they must repeat the application procedures.
b. Substitute Teachers
    1. Keys for substitute teachers may be issued on a daily basis by the secretary in the Principal's office.
    2. Substitute keys may be signed out only by a substitute teacher and must be signed in at the end of the school day.
    3. Substitute teachers must file a written report following the loss of any keys.

LEAVING THE BUILDING

a. Teachers are to remain in the building until 2:29 p.m.
b. Staff members finding it necessary to leave the building must log their destination and reason for leaving as well as the time they leave and return in the AHS Staff Sign-Out Binder with the Principal's administrative assistant. If the time requested to leave the building is during any time other than lunch, approval from the Principal is required.
c. Teachers who leave the building for other than administratively approved business activities may have their absence charged against their allotted personal business or sick time.

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LESSON PLANS

Lesson plans are the roadmap for quality instruction. Well constructed plans ensure successful teaching and student learning.

Each teacher is responsible for posting daily/weekly lesson plans in Schoology. Lesson plans may be required to be submitted to administration.

LOST AND FOUND

a. All lost and found articles are to be brought to the Lost and Found in the Cafeteria.
b. Students should be urged to report losses to the Office.
c. Unclaimed items will be donated.

Anderson High School is not responsible for any lost, stolen, or damaged electronic devices and is not required to investigate matters regarding these devices.

MAILBOXES

Please make sure that you check your staff mailbox before and after school each day to obtain any necessary information. Do not send students to the office to pick up mail. Mailboxes are only to be used for the distribution of Southgate Community School District and U.S mail. Any other mail must have the approval of the administration before placing it in mailboxes.

PARENT COMMUNICATION

Effective, on-going communication with parents is a responsibility we all share. Reasons for contacting the parent of a student include but are not limited to:

A. Outstanding performance/improved grades/behavior
B. Poor attendance
C. Disruptive behavior
D. Decline in academic performance / potential for failure
E. Coordination of assignments for ill students or students with extenuating circumstances

Methods of parent communication include:

A. Phone calls
B. Progress reports
C. Positive Postcards
D. Email
E. Newsletters
F. Parent Connect
G. Web page

If a teacher sends a written communication to parents, it is necessary for the teacher to keep a copy. This protects the school and the teacher as it serves as proof of what has actually been sent home.

All parent/guardian phone calls must be returned within one business day.

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PARENT-TEACHER-STUDENT CONFERENCES

The schedule for this year's Conferences are as follows:

Fall: October 23 1-3pm and 6-8pm

Spring: March 12 1-3pm and 6-8pm

These conferences allow a student to show parents work that focuses on both process and product. It is important for students to emphasize how they learn and what they learn. Teachers should encourage all parents to attend the conferences. Our goal is 100%. If parents are informed, many problems can and will be resolved. Teachers must make every effort to be in attendance during the entire conference period. If a problem arises, the building principal must be notified immediately.

PARTIES

Classroom parties are not permitted during the school day.

CONFERENCE/PLANNING PERIOD

The planning period is classified as assigned time. You are expected to be in the building available to staff, parents, and students for consultation purposes. If you find it necessary to leave the building during your planning period, administration permission is required. Once permission is granted, you will need to sign out in the AHS Staff Sign-Out Binder with the Principal's administrative assistant.

PRESS RELEASE TEMPLATE

https://docs.google.com/document/d/1rwT_iybEX1YVnyZKYwXLSJ4vIJeSo_7XJ1gHig-SkDg/edit?usp=sharing

ROOM CHANGE – OFFICE NOTIFICATION

Any teacher who will not be in his/her assigned classroom during a given period(s) must notify the Main Office and report their new location. This may be done the day prior to the anticipated change or at the beginning of that particular hour. This includes the Media Center, labs, etc.

ROOM SECURITY

a. Each staff member must assume responsibility for securing his/her room each day.
b. Leave the top 12" of your classroom door window uncovered and clear for security reasons.
c. Classroom doors and windows are to be locked when the rooms are not occupied and at the end of each school day.
d. ******IMPORTANT****** If you take your class out of the classroom to another location, you must notify the office, take your smart boot tablet, and secure a walkie-talkie from security.

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STAFF PARKING

All teachers must obtain a parking assignment and parking tag from the main office. The tags are to be placed on the rear view mirror when parked.

SUBSTITUTE TEACHER INFORMATION

The teacher has the professional responsibility to have a detailed lesson plan available for the substitute teacher. The information shall be left in a place where it is easily accessible, such as in your mailbox, or desk drawer. When feasible, inform your department chairperson of an upcoming absence so that he or she may assist the substitute teacher.

Please place the following information in the sub folder in your mailbox or desk:

a) Attendance class lists, attendance system instructions (Lists will be provided by the Administrative Assistant and should be submitted hourly to the attendance office)
b) Up to date seating chart (Photo seating charts are available from PowerSchool if preferred)
c) Daily lesson plan
d) Schedule of class events
e) Names of students going to special classes
f) Names of students with health problems
g) Detailed instructions for emergency procedures including lock-down/tornado/fire drills.
h) Helpful information pertaining to certain student problems including health concerns

Suggestions in the Event of an Impending Absence

- Include assignments to be completed and submitted at the end of the hour to deter skipping.
- Speak with your students about behavior, respect, etc. Be clear about your expectations for student behavior and consequences.
- Have materials (worksheets, etc.) prepared to fill a meaningful hour of instruction.
- Include a note to the substitute regarding possible problem situations.

SUPERVISION OF STUDENTS BETWEEN AND DURING CLASS PERIODS

Teachers should stand in the hall by their classroom doors before, between and after classes to assist with supervising the hall from 7:15 to 7:20 a.m., 2:14 to 2:29 p.m., and between classes. Your presence in the halls during these times will discourage students from being late, engaging in horseplay, and, in general, welcome students to class each hour.

Teachers are required to be in the teaching area to which they are assigned from the time the class period begins until the end of class. Only in the case of an emergency should a teacher consider leaving the classroom. We must recognize our professional obligation to students as well as the legal liability in the event that a student would be injured during our absence from the room.

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SUPPLIES/WORKROOM

Supplies such as paper, pens, staplers, tape, scissors, etc. are available for your use in the workroom in the main office and media center. Pencils and lined paper are available for student use. Please keep in mind that we do not have enough of the other supplies (such as pens) available for student use. If you need a supply that is not in the workroom, please fill out a "Requisition Form" and return it to the Principal's office that handles supplies.

TEACHER RESPONSIBILITY FOR MATERIALS, EQUIPMENT, AND FURNITURE

Teachers assigned to a classroom or classrooms have the responsibility for the maintenance and security of equipment, materials, and furniture assigned to them and their room.

Please:

1. Turn off all classroom lights
2. Lock the classroom when leaving the room
3. Lock and secure the windows at the conclusion of the day
4. Inform the office of safety/health hazards
5. Inform the office of needed custodial service
6. Remove items of personal value including money at the close of the day
7. Remove all materials from windows, walls and bulletin boards at the conclusion of each school year
8. Provide all maintenance for administratively approved plants and animals kept at school and remove them during times the school is closed

USE OF SCHOOL EQUIPMENT

On occasion it may be necessary for staff to request the use of school equipment after school hours. However, school equipment (such as: computers, LCD Projectors, Doc Cams, etc.) should not be removed from the high school without written permission of the high school Principal. The forms for signing out equipment are available from the Principal's secretary.

WORK DAY TIMES

A. Teachers must arrive at the office no later than 7:05 a.m. to pick up mail, etc.
B. In order to provide appropriate student supervision, teachers are to be at their assigned location by 7:05 a.m.
C. Teachers are to remain in the building until 2:19 p.m.
D. In the event that it is necessary for a teacher to leave the building during the day, approval must be obtained from the Principal prior to leaving (see LEAVING THE BUILDING). Once permission is granted, you will need to sign out in the AHS Staff Sign-Out Binder with the Principal's administrative assistant.

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BUILDING SECURITY/EMERGENCY PROCEDURES

BUILDING SECURITY

1. All exterior doors will be locked after the first bell.
2. All visitors must report to the main office for a guest I.D. badge.
3. All staff must wear an I.D. badge at all times. Individuals without proper identification should be reported to the office.
4. All student teachers and pre-student teachers, after first being approved by the Principal's office, must wear an I.D. badge.

EMERGENCY PROCEDURES

As of July 1, 2014, Michigan instituted the safety drill requirements described below:

1. Five fire drills per school year. Three of which must take place by December 1. One fire drill must take place during an unstructured time, such as lunch, passing time, etc. (There must be a reasonable interval between each drill.)
2. Two tornado safety drills per school year. One of which must take place in March.
3. Three lockdown drills per school year, including security measures appropriate to an emergency "such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises." At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each drill.)
4. Use and maintenance of automated external defibrillators (AED) (if available).
5. Assembly of a designated cardiac emergency response team to be available during an identified cardiac emergency.
6. A plan for effective and efficient communication throughout the school campus during an identified cardiac emergency.
7. A training plan for the use of an automated external defibrillator (AED) and CPR techniques (if the school includes grades 9-12).
8. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
9. An annual review and evaluation of the cardiac emergency response plan.

EMERGENCY EVACUATION DRILLS

Creating and maintaining a proper attitude toward emergency evacuation procedures is one of the greatest difficulties we face. If each and every adult can impress upon his/her group the importance of these practice evacuations much will be gained. Of equal importance will be your understanding of the real dangers of fire, explosion, "emergency exits", etc. and the extent in which you also teach the students to understand these dangers.

It is difficult to impress students with the need for rapid movement along designated traffic lanes, and continued rapid movement as they approach their exit and after leaving the building. The tendency to slow down as they leave the door creates a bottleneck and causes confusion, panic, and disorder among students still within the building.

The local fire chief may be invited to be present to observe our efforts at any time. The local fire chief also has the authority to enter the building and pull a fire alarm box at any time s/he wishes. Hence, the administration and staff are under pressure applied by the State Fire Marshall to instruct our students in ways which will empty the building with greatest efficiency.

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All teachers are therefore requested to take as much time as necessary, in all classes, to bring to the attention of students the importance of emergency evacuations and the need to conduct them efficiently (i.e., quietly, rapidly and orderly).

Students must always be attentive to instructions from teachers. Teachers will be responsible for their own groups. Classroom windows must be closed, and doors closed to prevent further drafts and spreading of the fire, smoke, or gasses.

Some areas of expected problems are the merging of single lines of traffic at doorways and at all exit doors. Some students will be prone to walking with their friends in order to converse. Outside, lines may have a tendency to dissolve and students will gather in disorderly groups. Students will not move fast enough. They cannot move faster than the lead groups, which must set and continue a rapid pace.

The success of our future drills will be determined, to a certain extent, by our first drill. Students are prone to do things that they are accustomed to doing. If we get them started right, our problems should be few. The success of this program will depend on how well each teacher impresses and instructs his or her group.

EVACUATION PLAN

Each teacher is required to do the following:

1. Be familiar with the route sheet posted in your classroom for each room in which you teach. If you do not have a route sheet, obtain one from the main office.
2. At the beginning of each semester, select responsible students in each of your classes to assist you during an emergency. They should respond immediately to the alarm and perform assigned tasks such as
    a. Open the door
    b. Close the windows
    c. Turn off the lights and close the door
    d. Rejoin the group in an orderly and quick manner
3. Move your class quickly along the path indicated by your escape chart. Refer to emergency evacuation procedures for non-ambulatory students.
4. Stay with your group. Bring your rosters and check attendance as soon as your group has formed outside the building.
5. Should any obstacle, smoke screen, etc. occur along your path, you and no one else in your classroom will determine the best procedure at that point. If however, there are guides or officials to give emergency instructions, you and your class are to follow their orders.
6. Do not return to the building until the “all clear” announcement has been made.
7. Teachers not in classrooms should check lavatories, workrooms, or any area where students might not be in supervised groups. Take these students out through the closest available exit. Note: Fire extinguishers are placed near classrooms. It is the teacher’s responsibility to know where the nearest extinguisher is located.

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BOMB/WEAPON THREAT

Consult Emergency Response Go Bag.

BUILDING THREAT

When the administration determines that there is a significant potential threat, the following procedure will be implemented:

A. You will be alerted via the Smart Boot System or by door-to-door notification.
B. When you hear the announcement, calmly go and lock all doors to hallways and outside. Once your doors are locked, allow no one to enter.
C. Alert the substitute teacher in your area and have them lock their doors.
D. Para-professionals and staff on their conference period are to go to the closest classroom and remain there.
E. Gym classes are to report to the locker rooms.
F. Continue with your lesson and DO NOT release anyone from class. Disregard any and all public address system tones for class changes.
G. Do not call the office. These lines must remain open. Trust that you will be notified when circumstances allow.
H. You will be released via the PA system or by door-to-door notification.

EPILEPTIC SEIZURES

Suggestions to the teacher for handling students subject to Epileptic Seizures:

A. Be sure to obtain and read current literature on epilepsy-"Each year doctors are finding new medicines and ways to treat more people with epilepsy with better success."
B. Remember that epilepsy is a very common condition and it is no disgrace. "All kinds of people... men, women, and children, rich, poor, bright, strong, and frail…have different types of Epilepsy."
C. Remember that most persons with epilepsy can become seizure free if they take medication as prescribed by their doctors.
D. If a grand mal seizure should happen in class, it is vital that the teacher remains calm. Students will assume the same emotional reaction that the teacher does.
    1. Try to prevent the patient from striking his/her head or body against any hard, sharp, or hot object.
    2. Do not try to revive the patient. Let the convulsion run its course. Do not try to restrain the patient's movements or put anything between the teeth.
    3. Turn the patient's face to the side and make sure his/her breathing isn't obstructed.
    4. Carefully observe the details of the attack for a subsequent report to medical personnel.
    5. Do not be frightened if the person in a seizure may appear not to be breathing momentarily.
    6. Remember a seizure cannot hurt the on-lookers.
    7. Proper persons must, of course, be notified. Notify the office immediately.
    8. Remember that with proper treatment, most children with epilepsy are able to live like any other children.
    9. Treat seizure patients as you would have others treat you or your child under similar circumstances.

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FIRE DRILL PROCEDURE

Please explain the evacuation route that your students are to take in the event of a fire drill or fire. These directions must be posted by the doorway in your room. Students should also be made aware of the following fire drill procedures:

a. The signal for fire drills will be a series of blinking lights and drill siren. Upon hearing the alarm, wait for fire fire fire announcement, then instruct students to exit the building in an orderly and quiet manner via the posted directions.
b. All windows and doors are to be closed. (Teachers are to take their class rosters and take attendance. Also instruct students to remain with their teacher.)
c. Students should neither leave the school premises nor block drives or entrances but should be a reasonable distance from the building. (Follow your students making sure they stay together and clear the building.)
d. Students should move well away from the building to allow other students to exit.
e. Students are not to return to the building until the "all clear" announcement has been made and they have been directed to re-enter the building by an adult. The return to classrooms should be done quickly and as orderly as when the building was evacuated.
f. A building such as ours should be evacuated in less than three minutes

SOUTHGATE ANDERSON HIGH SCHOOL
INSTRUCTIONS FOR FIRE ALARMS

TEACHERS

The warning in case of a fire drill will be sounded by a special fire alarm. Each teacher should observe the following procedures:

1. Know where the nearest fire alarm signal station is from your room.
2. Know how to operate an alarm and use it in case of emergency.
3. Discuss with each class the route from your room.
4. Respond as calmly as possible when the fire alarm signal is sounded.
5. Insist on an orderly evacuation of the building.
6. Close all doors and windows before leaving the room and building.
7. Take class records with you.
8. Follow your class out of the building, move 100 feet from the building, do not allow stragglers.
9. If any student has a handicap, remember he or she may need help.
10. If class is not completely accounted for after roll call, notify your principal immediately.
11. If you are outside of the building when the fire alarm sounds, assemble your group and check to see if all are accounted for. Do not return to the building during the drill.

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12. If your regular class is outside and possibly under supervision of another teacher when the alarm sounds, join your group with your class records.
13. Use a discipline referral form to report any student who does not cooperate during the fire alert.

FIRE EXIT DRILLS FOR SCHOOLS

1. Respond quickly, but calmly, to the fire alarm signal/announcement.
2. Do not stop to put on jackets, coats, etc.
3. File out of room in an orderly manner - stay in line with your group.
4. Last one leaving the room should close the door.
5. Walk quickly and quietly to your pre-planned exit - do not run.
6. Do not remain in toilets or dressing rooms during a drill.
7. If the exit is blocked, use your alternate exit.
8. Student lines should move away from the building to have at least 100' separating students from the building.
9. Listen for instructions - no loud talking.
10. Follow instructions, they may be very important!
11. Never return to the building for anything before the recall is sounded.

INSTRUCTIONS FOR FIRE ALARMS

EVACUATION ROUTE

The following routes must be used to ensure an organized evacuation of the building:

Technology Office - Use fire escape door in room.

Rooms 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, Gym, MP Room, 36, 45, 54, 58, 61 - Use fire exit door in room.

Rooms 5, 6 - Turn left, use exit across from Room 2.

Rooms 14, 15 - Turn left, use right exit in Science wing.

Room 18 - Use exit door in your room.

Rooms 22, 23, 24, 25, 26, 27, 37 - Use exit across from Room 25.

Rooms 29, 30, 31, 32, 33, 32, 35 - Use exit at end of hall near Room 33.

Rooms 20, 21, 38, 39, 40, 41, 42, 43, 44, 45, 46 - Use exit by Room 45.

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Room 47, School Store - Turn left, use main exit in front of building.

Teachers Lounge, JROTC Office - Use fire door near Room 45.

Rooms 63, 64 - Turn right, exit from main exit near the office.

Weight Room - Leave the area through exits on east end of building to the parking lot.

Cafeteria - Leave through main exit doors in front of the building.

Auditorium - North side of auditorium (facing Leroy Street) leave through exits in front and back of Auditorium. South sides of Auditorium (facing hallway) leave through the rear of Auditorium, turn right and leave through the main exit in front of the building.

Attendance Office, Athletic Office, Counseling Office - exit office, turn left and leave building through main exit in front of the building.

Vocational Rooms - Use their own fire exit door within room.

Media Center/M.C. Research Classroom - Use fire exit door in room.

LOCK-DOWN DRILL PROCEDURES

At the announcement of a lock-down, classroom teachers must complete the following:

1. The teacher must immediately instruct all students to move without their books, etc. to the corner of the classroom that is not in view from the window of the door (the “neutral corner”). *Students are to sit on the floor, quietly, in close proximity, without talking.*

2. While giving these instructions, the teacher must quickly lock, shut, and secure the door of the classroom and turn off lights. If a student is in the hallway near the classroom as the teacher is locking/shutting the door, the teacher is to demand that the student come into the classroom immediately and follow the actions of the other students.

3. The teacher is to shut and lock all windows, if appropriate.

4. Students and staff members who are not in the building or who are outside but still on the school grounds must not enter the building. Teachers must direct students to a designated “safe area” out of immediate danger.

5. *REMEMBER, THE ULTIMATE GOAL IS TO KEEP YOURSELF, STAFF, AND STUDENTS SAFE, i.e. barricade, flee to safety, defending self, or other means you deem appropriate.*

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LOSS OF ELECTRICAL POWER

There are times when the building may lose electrical power unrelated to other emergency situations. Reviewing procedures with students before an emergency occurs will better prepare them for a safe and orderly response to this situation.

Please follow these instructions:

1. Stay in your room and have students remain seated and quiet.
2. If you are not on duty, please report to the office. Your help would be appreciated.
3. Students in the cafeteria should not be dismissed.
4. Some rooms have no windows. Moving these students to a lighted area will be a top priority. Counselors, administrators and off duty teachers will have flashlights to assist you in moving your class safely to a different location.
5. Do not allow students to use cell phones. If there is a need to contact a parent/guardian, calls will be made through the main office.
6. At the end of the class period, do not dismiss students. Bells will not ring and movement in the halls causes confusion and a generally unsafe situation.
7. If the power outage occurs at the end of the day, please wait for instructions to move students safely out of the building. Only a few classes will be released at one time.
8. There is no set time limit in which students will be dismissed from school during a power outage. Every situation is unique and will be handled as such.
9. Classroom management can become increasingly difficult as time passes during a power outage. The situation may be made easier if a group activity is conducted (i.e. current events discussion as opposed to random conversations among students.)
10. When power is restored, do not dismiss students until a PA announcement confirms that classes should change.

Should a power outage occur in connection with another emergency (i.e. fire or tornado) follow the Evacuation or Weather Safety Plans. Listen for instructions on the P.A. or bullhorn.

SAFETY PRECAUTIONS

A. In classes such as chemistry lab, metal shop, wood shop, machine shop, etc., where conditions could result in an eye injury, students are required by law to wear safety glasses or safety face shields (State Law-see below).

B. All dangerous acids and similar materials must be kept in a secure place in the chemistry room. As such materials are needed for teaching, they may be picked up from the chemistry teacher to be returned after being used. Materials needed for a period of several days must be kept in an area in the room not available to students. We must be constantly aware of the need to closely supervise the use of such materials so that no student may, by accident or intent, be injured or injure others. A neutralizing base, water, or whatever is needed to counteract the effects of the material being used, must be readily available.

ACT NO. 54 OF THE PUBLIC ACTS OF 1972
ENROLLED SENATE BILL NO. 553

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An ACT to amend Act No. 269 of the Public Acts of 1955, entitled “The Michigan School Code”, and repeal certain acts and parts of acts, as amended, being sections 340.1 to 340.984 of the Compiled Laws of 1948, is amended by adding section 585a to read as follows:

1. Every pupil and teacher participating in a course mentioned in this section shall wear industrial quality eye protective devices, which have been sanitized prior to use, when exposure to danger exists while participating in such course. The board of education shall furnish the devices for pupils, teachers and visitors to the classrooms or laboratories. The courses for which protective devices are required are:
    a. Vocational or industrial arts shops or laboratories involving the use of or working with hot molten metals, milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding repair or servicing of any vehicles; or caustic or explosive materials.
    b. Chemical or combined chemical-physical laboratory work involving acid, caustic or explosive chemicals or hot liquids or solids.
2. “Industrial quality eye protective devices” means devices meeting the standards of the American Standard Safety Code for head, eye and respiratory protection, Z87.1-1968, promulgated by the American Standard Association, Incorporated.
3. The provisions of this section shall be enforced pursuant to rules promulgated by the state board of education in accordance with and subject to Act No. 306 of the Public Acts of 1969, as amended, being sections 244.201 and 24.315 of the Compiled Laws of 1948.

Section 2. This mandatory act took effect September 1, 1972.
NOTE: Please be advised that the teachers and visitors shall wear eye devices when exposure to eye damage exists.

TORNADO WARNING PROCEDURE

A. Warning Signal. The warning signal for a tornado will be a PA announcement.
B. Procedure to follow in the event of a Tornado Alert:
    1. Place approximately half of your students in the hall, away from windows or glass doors. (If there is room in the hall, place all students there.)
    2. Students in your class who cannot be placed in the hall should be placed in a sitting position next to the wall opposite the windows with their hands over their head.
    3. Teachers in the Physical Education, Music, or Auditorium Areas are to take all students to the locker rooms and CTE hallway.

TORNADO SAFETY RULES

Tornado Safety Rules as recommended by the United States Department of Commerce-Weather Bureau.

To know what to do when a warning is received, or a tornado is observed, may mean the difference between life and death.

a. There is no universal protection against tornadoes except caves or underground excavations which should have an air outlet to help equalize the air pressure. It should be kept fit for use, free from water, gas, or debris, and preferably equipped with pick and shovel.
b. *If You Are in Open Country*:

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a. Move at right angles to the tornado's path. Tornadoes usually move ahead about 25 to 40 miles per hour.
b. If there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.

c. *If in a City or Town*: Seek inside shelter, preferably in a strongly reinforced building. Stay away from windows.
   a. In homes: The southwest corner of the basement usually offers greatest safety, particularly in frame houses. People in houses without basements should find other shelter, preferably in a storm cellar, although a depression, such as a ditch or ravine, can offer some protection. Doors and windows on the north and east sides of the house may be opened to help reduce damage to the building.
   b. Standing against the inside wall on a lower floor of an office building offers some protection.

d. *If In Schools:*
   a. In city areas: If school building is of strongly reinforced construction, stay inside, away from windows, remain near an inside wall on the floors when possible. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly-supported roofs.
   b. In rural schools that do not have strongly reinforced construction, move children and teachers to a ravine or ditch if a storm shelter is not available.

e. *If in Factories and Industrial Plants:* On receiving a tornado warning, a lookout should be posted to keep safety officials advised of the tornado's approach. Advanced preparation should be made for shutting off electrical circuits and fuel lines if the tornado approaches the plant. Workers should be moved to sections of the plant offering the greatest protection.

f. Keep calm. It will not help to get excited. People have been killed by running out into streets and by turning back into the path of a tornado. Even though a warning is issued, chances of a tornado striking one's home or location are very slight. Tornadoes cover such a small zone, as a rule, that only a few places in a warned area are directly affected. You should know about tornadoes though, "just in case".

g. Keep tuned to your radio or television station for the latest tornado advisory information. Do not call the Weather Bureau, except to report a tornado, as your individual request may tie up telephone lines urgently needed to receive special reports or to relay advisories to radio and television stations for dissemination to thousands in the critical area.

WEATHER/TORNADO INFORMATION AND DRILL PROCEDURES

Every spring we are faced with the problem of tornadoes. Tornadoes are most common between April and July.

It is necessary for all staff members to understand the terminology employed in reference to tornadoes. A **TORNADO WATCH** means that atmospheric conditions are such that a tornado could develop in the area. A **TORNADO WARNING** means that a tornado has been sighted in the area. Please inform your students of the following procedure.

THE DECISION TO CLOSE SOUTHGATE SCHOOLS IS MADE BY LOCAL AUTHORITIES.

TORNADO:

WATCH: During a tornado watch, there will be no dismissal of school except at regular dismissal time.

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WARNING: During a tornado warning or the sighting of one in the area, there will be no dismissal of school. All personnel, including students, will take shelter according to the individual building plan. If a warning occurs at dismissal time, the only students to be released will be those picked up by the parent and/or guardian.

ALL CLEAR: Upon an "ALL CLEAR" signal, students will be released at their regular time.

SYSTEM OF WARNING: PA

1. PA announcement: disaster approaching – move to shelter
2. PA: all clear – return to classes

PRECAUTION/PROCEDURES FOR STUDENT AND FACULTY:

1. Close all windows and doors in your room.
2. Take class roll and all records or laptop with you.
3. Have students walk into designated shelter area in a quiet, orderly manner.
4. Do not allow any student to sit near an open window or door.
5. Teachers remain with their students at all times.

STUDENT RELATED PROCEDURES AND POLICIES

ABSENTEE – STUDENTS

It is the responsibility of the parent and the student to see that the student is in class daily. Work missed during all absences and suspensions must be made up. An excused absence is derived from a note or contact from the parent verifying the absence with the main office. The number of days given to complete make-up work will be commensurate with the number of days the student has been absent. Make-up work is contingent upon the learning activity missed. All tests, quizzes, and labs must be made up at the teacher's discretion relative to timing (at lunch or after school).

Absent Student Reporting

A. PowerSchool is used to document all student absences. It is a legal, binding account of a student's attendance in every class. If a student is NOT present in your class they should be marked ***unexcused***. If a student arrives late with a pass, the attendance record should be changed for that student to ***present***.

B. If you believe that a student is absent due to a school related event, you should still mark them ***unexcused*** as they are physically not in your class. Upon their return from the school related event and once their attendance has been verified by the event supervisor, the main office secretary will document those absences as ***school-related*** in PowerSchool.

C. If a student arrives late to your class without a pass they should be sent directly to the Tardy Sweep Coordinator with the assignment for that hour. Their tardy will be documented by the Tardy Sweep Coordinator.

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Notification of Absence

If a student is going to be absent, the parents must contact the school upon re-entry and provide an explanation. If prior contact is not possible, the parents should provide a written/verbal excuse upon re-entry. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, alternative work may be given. Note: Poor attendance may negatively affect mastery of the content.

The skipping of classes, or any part, of the school day is considered an unexcused absence.

Excused Absence

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide a written/verbal explanation for their child's absence on the day of the absence or the following day.

Suspension From School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from office staff beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

- The student will be given credit for properly completed assignments and a grade on any made up tests.

Unexcused Absences

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Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the district and the State of Michigan.

Truancy

Unexcused absences from school (truancy) are not acceptable. After ten (10) days of truancy in any semester, a student will be considered a "habitual truant" which can result in:

- assignment to detention, suspension, or community service with loss of participation in school activities and events
- a hearing before a judge in a court of law
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child

The following absences will NOT count against a student toward truancy violations (with proper documentation provided):

- Court
- Medical
- Funeral
- School-related absences

Student Absenteeism Interventions

Student absenteeism leads to poor academic performance and increases the likelihood of dropping out. Teachers report difficulty in maintaining their instructional schedules when so many students miss class. Counselors indicate that students fail classes because of extensive absences. Students who fail several times realize that they cannot graduate with their class and may drop out.

Interventions to Reduce Absenteeism:

1. Positive motivational techniques and develop a reward system.
2. Teachers must confront students immediately following absences and refer chronic truants.
3. Counselors will counsel the student referred for attendance inquiry.
4. Administrators must be consistent in imposing penalties for repeat offenders.

Tardiness

Attendance and punctuality are major life skills that our students need to have to help them be successful in obtaining and retaining a job.

Being on time to class means that a student is inside the room when the final bell rings. Teachers should be closing their doors and starting class as soon as that bell rings, and anyone not in the classroom should report directly to the tardy sweep area.

Any students in the hallways without a pass after the bell will be escorted to the tardy sweep area.

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If a student reports to the sweep area within the first 10 minutes of class, they will be marked tardy and given a blue tardy pass back to class.
Any student reporting to the tardy sweep area after the first ten minutes of class will be marked absent and sit in the sweep area for the remainder of the class period.
No passes will be issued by teachers during the first and last ten minutes of class, and any student found in the halls without a pass after the first ten minutes will be escorted to the sweep area. The teacher will be called for clarification.

Every Monday, tardies will be tallied for students, and discipline will be assigned based on the number of tardies from the previous week.

1 Tardy = No discipline
2 Tardies = 1 Lunch Detention assigned by Tardy Officer
3 Tardies = 2 Lunch Detentions assigned by Tardy Officer
4 Tardies = 1 After School Detention assigned by Tardy Officer
5 Tardies = 2 After School Detentions assigned by Tardy Officer
6 Tardies = 1 Day ISS and a parent meeting with administration

Any disciplinary action not served at the end of the week will be doubled the next week.
Any student with 5 or more detentions owed for tardies will be assigned ISS and require a parent meeting to be able to return to class.

Open Campus Privilege

Juniors and Seniors can earn Open Campus Lunch Privileges that are determined based on the factors listed below during the fourth marking period of the previous school year. These students will have their privilege evaluated each marking period. Students who have not earned the privilege to leave for lunch may NOT have a parent call them off for lunch only. *Parents are permitted to come in and sign out a student for lunch and take them out if they desire, regardless of a card punch or not.* Cards will be punched (students with punched cards will NOT be permitted to leave for lunch) each marking period if a student has met the following criteria:

- Excessive excused absences 18+ class periods (not including ***documented:*** school related, court-ordered, funeral, or medical absences)
- Any unexcused absences (Parents must excuse unexcused absences within 24 hours of the absence)
- More than 4 tardies
- Any Out of School Suspensions
- School-related debt

Per the Southgate Community School District's Extra-Curricular/Co-Curricular Procedures: Any Unexcused absence(s) will dictate forfeiture of participation in any extra-curricular activity for that day or evening (this includes practices).

Homebound Program

If an illness is of such duration as to make the usual homework assignment procedure impractical, the student may be placed on the homebound program upon recommendation of a counselor and approval from Special Services. A doctor's diagnosis and request for services is necessary. The homebound teacher will arrange a time and location to carry on all classes that are possible out of school. Teachers should give work for homebound students as requested. If you are not contacted for work on a homebound student, notify the counselor and his/her administrator. While a student is on homebound, the student is unable to attend any extracurricular activities or events.

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Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with administration and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Test and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teacher(s) as soon as possible to obtain assignments.

- Make-up work due to suspension must be completed.
- The length of time for completion of make up work shall be commensurate with the length of the absence.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with administration to arrange for taking the test, if available.

ATTENDANCE RECORDING*

Your PowerSchool online grade book is considered to be official in determining the attendance of a given student. In order to maintain uniform and accurate attendance records, please follow the procedure outlined below.

A. Never allow a student to take attendance. Please do the work with great care yourself.
B. Within the first 15 minutes of each hour, record absences via PowerSchool.
C. In the event that PowerSchool is unavailable, record absences on paper for later reference. When PowerSchool service becomes available again, record past absences online as soon as possible.

Teacher Attendance Verification

A. To ensure accurate attendance documentation for accounting purposes, teachers will be provided with a Master Absence List for the previous day's absences. It is critical that you verify any identified student's absence that is highlighted on the Master Absence List. For example, if a student is listed as absent from hours 1, 2, 4, 5, and 6—it is likely that the 3rd hour teacher marked the student present in error. It is IMPERATIVE that these inaccuracies are corrected immediately. The Master Absence List may also reflect that a student is only absent for hour 4, which could indicate that a student was skipping. This absence will be tracked down and dealt with based on the student code of conduct in the handbook. However, if a student was marked *unexcused* in error, it will count against them in several ways, i.e. Truancy violations, Open Campus ineligibility, Athletic ineligibility, and Junior/Senior Exam waivers.

B. Teachers will also be notified each day if they have not submitted their attendance for any hour during the school day via the Collection Status Report. When you are notified of this, you must immediately submit the attendance for that hour by verifying the students who were not present in

your class for that hour and then submit the attendance in PowerSchool. Be sure when you hit submit that the attendance for each student in that hour is accurately submitted.

STUDENT ACTIVITIES

The student activities program at Anderson High School encompasses student government, clubs, organizations, fundraisers and sales. To coordinate the program, an assistant principal has been assigned the responsibility for all student activities, through which all activities must be cleared in order to avoid conflicts.

Class and club sponsors will clear all meetings and activities with the student activities administrator who may include such information on the activities calendar. The calendar serves as our contact with Anderson High School's parents and highlights certain activities and academics.

Assemblies: Assemblies are an important part of the educational experience at Anderson High School. Classes may be required, invited to attend, or a sign-up sheet may be available in some instances. Teachers are required to escort their class to the assembly, and help supervise through the completion.

Student Council: Student Council at AHS plays an important role in the functioning of the school. The student council makes decisions that pertain to the entire student body. Student Council has both an Executive Board and is comprised of:

a. President
b. Vice President
c. Secretary
d. Treasurer

Student Council is the major organization that serves as the liaison between administration/faculty and the student body. The council's function is advisory in nature, but it has the power to initiate and approve activities.

The officers work closely with their sponsors and the student activities assistant principal to plan activities and events. The meetings are published in advance and are held either before or after school.

Class Congress Class Officers: The freshman, sophomore, junior, and senior classes respectively elect officers to conduct the business of the individual class. Each class elects a:

a. President
b. Vice President
c. Secretary
d. Treasurer
e. Publicity Manager

Formation of New Clubs: Interested sponsors or students must submit an application in writing to the student council and the student activities assistant principal for their consideration.

Honor Society: The Anderson High School Chapter of the National Honor Society is primarily a service organization. Membership in the Society is most prestigious; hence the selection process is not to be taken lightly. Members must have achieved academic excellence and be recommended by the faculty.

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Scholarship, citizenship, character, leadership and service are some of the criteria used in selecting members.

Field Trips: Local field trips, within school hours, are recognized as an integral part of good educational practice, and shall be arranged when they contribute some unique experience not available in the classroom setting.

It is the teacher's responsibility to request and make all necessary arrangements for any field trips away from school. This includes walking trips as well as trips by bus. All field trips must be approved by the Principal prior to making arrangements.

Field Trip Guidelines for Academic and Non-Athletic Events

1. Field trips are to be limited to those events directly tied to curriculum standards for grade level/course listed on the form and must contain extensive before, during and post curriculum activities.

2. All overnight trips requests must be accompanied by lodging, transportation and itinerary documents and submitted to the superintendent at least 6 weeks prior to the event for Board of Education approval.

3. Field trip request forms are to be submitted for approval by authorized persons at least 2 weeks prior to the event. Four weeks is preferred.

4. Tickets for admissions are not to be purchased before formal approval is received.

5. Forms must be completely filled out and signed by the principal. Signed copies will be returned to the primary requester **when approved** by the curriculum department as well as for submission to the Transportation Company.

6. Teacher is responsible to follow up with transportation to confirm arrangements,

7. Field trips used for "rewards" are to be scheduled after school or on Saturday or Sunday with rare exceptions and must still be tied to curriculum objectives.

8. The last day for field trips will be May 12, 2025.

School Dances: All dances must be approved by the student activities assistant principal, who will review the supervisory plan with the sponsors prior to approval and establishment of a date for the event.

School Activity Passes

1. Student Activity functions should not impact a student's grade.
2. School activity absences will include but not be limited to:
    a. Field trips
    b. Band/Choir student obligations
    c. Athletic events
    d. College visits
    e. Service Learning Activities
3. School activity absences will be announced in one or more of the following ways:
    a. PowerSchool – Each participant should have "School Related" selected on the attendance page after the event.

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b. Student Activity Memo – A list including the names of the students involved will be prepared by the sponsoring teacher and emailed to staff. This list will be published no later than one week prior to the activity.
c. School Activity Pass – Students may be issued a pass by the appropriate office to be presented to each teacher.

4. If a participating student is failing a class or his/her absence presents a problem or concern, the classroom teacher is to notify the activity sponsor as soon as possible. This teacher contact will ultimately result in providing an optimum educational direction for the student.
5. If you feel a given student has been issued an inordinate number of school activity passes, please inform the appropriate grade level administrator.
6. Student activities should not be arranged during the last three weeks of each semester.

COMPUTER/INTERNET USE

a. When utilizing computers, please consult the "No Internet Approval List" on the daily staff announcements to ensure that each of your students is authorized.
b. Inappropriate use of computers and the internet or destruction of computer equipment will result in disciplinary action and restitution.

CORPORAL PUNISHMENT

No person employed by, engaged as a volunteer for, or contracted by the District shall threaten to inflict, or cause to be inflicted corporal punishment upon any student. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for a student's offense.

Such staff members may, however, use reasonable force as necessary against a pupil when it is essential for self-defense, the preservation of order, the protection of other persons, to obtain a dangerous weapon or other object, or to protect the property of the school district.

COUNSELING OFFICE SERVICES

The services offered by the Guidance Department are varied and extensive and fall generally into three areas: academic, vocational, and personal.

Counselors work with teachers to help students in the course selection process. The needs, abilities and vocational plans of each student are examined during the scheduling process. When necessary, schedule adjustments are made. Counselors explain and answer questions regarding graduation requirements, prerequisites, credits, diploma categories, attendance, and other school policies. They provide students with available information about colleges, required tests, scholarships and other financial aid, as well as helping in the choice of a college or other post secondary program, and/or opportunity.

Counselors help students to become aware of occupational trends and developments, interpret test scores, and explore vocational interests and aptitudes.

Counselors are always willing to discuss individual student problems with staff members. They work closely with teachers, parents, administrators, special service workers, and other students to help solve and cope with classroom problems, attendance problems, and the personal problems that adolescents

may encounter as they move to adulthood. When necessary, referrals are made to other professional agencies for further help.

Refer to the appropriate counselor any student with whom you would like additional assistance. A student may be sent directly to the Counseling Office (a pass is required).

DISCIPLINE & CLASSROOM MANAGEMENT

Classrooms: The responsibility for proper classroom supervision rests with the teacher. The classroom teacher shall establish reasonable rules and regulations that will guarantee the health, safety, and welfare of all students assigned to the class.

A teacher is responsible for students during a regular class period – bell to bell. Under no circumstances are classes or students dismissed early unless approval, or an emergency exists as determined by administration.

Philosophies and Concepts

1. Student control in the classroom is the teacher's responsibility.
2. The role of the Principal is to support the authority of the teacher.
    3. No one has greater interest in a student than his/her own parents. Parents expect their child to do his/her best, and to behave in a ladylike or gentlemanly manner.
        a. Please use the parents to support your classroom goals.
        b. The ultimate responsibility for a child's behavior rests with his/her parent(s).
        c. Contact parents when you foresee a problem or when a student becomes a disciplinary problem. Request the help of the parents, as parents are our strongest ally.
    4. Never punish the entire class for the misbehavior of a few. Innocent students should not be punished because the guilty cannot be identified.
5. For serious offenses, use the Discipline Referral Form.

Procedures for Handling Disciplinary Problems

1. Minor Infractions
    1) First offense: Verbally warn student that his/her behavior is inappropriate – Record infraction
    2) Second offense: Again verbally warn student that his/her behavior is inappropriate
        a) Record infraction
        b) Conference with student
        c) In class disciplinary action (move seat, etc.) – Do not place student in hall except as temporary measure
    3) Third offense: Repeat #2 above a-c and
        a) Parent notification via telephone or email (record)
    4) Fourth offense: Completely fill out an online discipline referral form indicating past attempts to correct behavior and specific details of violation – this and every time thereafter.

2. More Serious Problems: Use the Online Discipline Referral Form
    a. Discipline Referral Form (Explanation)
        1) Why:
            a) To modify behavior through discipline.

b) To enable others to learn.
c) To enlist help of parents.
d) To assist student to develop self-discipline.

2) When: Following behavior that is mutually deemed intolerable by you and the administration.

b. Complete the form, taking care to be specific in indicating the particular offense.
c. The student will be called down to the office to speak with the appropriate administrator.
d. Disciplinary action will be taken in light of the gravity and regularity of the offense.
e. The disciplinary action taken will be noted on the form.

STUDENT DRESS

Students should be dressed in a manner that is appropriate for an educational setting. Examples of inappropriate attire would be the following: bare midriffs, mini-skirts, short shorts, mesh shirts, low-cut tops, spaghetti straps and shirts with straps less than 3 fingers in width, or T-shirts in poor taste (relating to alcohol, drugs, sex, violence, etc.). Students wearing shorts or a skirt must be covered to a point on their thigh so when they are standing with their arms in a relaxed position, straight down at their sides, their fingertips do not touch skin. Students may not wear chains (wallet or other) that exceed four inches in length. In compliance with health department suggestions, students are required to wear shoes while in the building. Final interpretation of the dress code is at the discretion of the administration. **Students may not display, in any fashion, symbols which promote violence or discrimination of others on the basis of race, color, ethnicity, creed, religion or gender.**

DUAL ENROLLMENT PROGRAM

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE, ACT, SAT, M-Step or MME.
3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.
4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.

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GRADING AND POWERSCHOOL

Grading Philosophy: All Anderson High School grading and reporting practices will support the learning process and encourage student success.

Grades must be recorded in an on-going fashion in your PowerSchool online grade book. Entering grades must take place on a weekly basis or more frequently. Gradebooks are required to be up to date at the beginning of the school day every Wednesday..

Teachers should contact parents personally whenever the potential for failure exists.

Final Semester Grades

The final semester grade will be calculated based on 80% for the semester grades and 20% for the Semester Summative Assessment (Exam Grade).

Exam Waiver

Grades 10-12(class of 2028 and thereafter will not have exam waiver)

- Three or fewer excused absences (only school-related absences will not be counted in the total; therefore, medical, court, and funeral DO count toward the total.)
- Zero Unexcused absences during the semester
- No Out of School Suspensions during the semester
- No More than 1 period of In School Suspension during the semester
- Three or fewer tardies during the semester
- A grade of 89.5% or higher for the semester
- Signed Parent Contract submitted for every course eligible for the waiver
- Administration has FINAL discretion for eligibility
- May not apply to AP classes

**This policy is subject to change per administration and board of education decision.*

A document will be sent to all staff with those students who have met the eligibility for EACH period's requirement for final exam waivers (all but semester grades). All other students will be expected to be present and take final exams on the assigned day(s).

Final Examinations

Teachers must administer common assessments and may administer other tests in their classes at their discretion during the school year. All teachers must administer common semester exams within their department by course. All examinations (except second semester finals), tests, term papers and major assignments handed in by students will be corrected and returned by the teacher. The administration expects that final exams be given on the date and time indicated in the exam schedule. Each teacher must provide the student with an evaluation experience. All students, including seniors, will be required to take final examinations unless a student is eligible for an exam waiver. Also, the following should be noted:

a. Students not taking the semester examination (without a proper excuse) will receive an "I" which will be computed into the final grade as an E if not addressed.

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b. All semester examination grades will be reflected on the report card.

GRADE CHANGES

1. Requests and approval to change grades for a graduating senior once the deadline is passed will be made only with administrative approval.
2. All other student grade changes must be requested within the semester following the issuance of the grade. No request will be accepted once the deadline has passed.
3. Incomplete grades or grade changes should be turned in at least one week prior to the end of the next card marking.

IDENTIFICATION CARDS

At the beginning of each school year, Anderson High School students are provided with a school identification card. I.D. cards must be replaced if they are lost, mutilated, or stolen. The cost of replacement is $5.00. Replacement cards may be obtained in the office.

It will also be necessary to present the I.D. card for identification during the day, at school functions, to use various school services such as those provided by the Media Center, and to purchase various school commodities such as athletic tickets, yearbooks, etc.

IN-SCHOOL SUSPENSION

“IN SCHOOL” suspension reflects an attempt to deal with less serious disciplinary problems without suspending students from all classes. Students will be removed temporarily from a given class and assigned to an “IN-SCHOOL” suspension period, but will attend all other classes as usual. Please send appropriate work with the student who may be placed in “IN-SCHOOL SUSPENSION”. Credit will be given for the assignments that are made up due to in-school suspension.

LAVATORIES

All teachers are asked to patrol the student lavatories during the school day. When students know that the bathrooms are supervised, vandalism, smoking, etc. is reduced.

PASSES

- All student passes are issued at the discretion of the staff. Please use appropriate professional judgment when deciding on a student request for a pass.
- No passes should be issued to students during the first and last ten minutes of any class period.
- If the student is called to the office, or you are sending a student somewhere, please issue a pass.
- All passes must be filled out completely and in ink.
- No student is to be excused from a classroom to go to another area in the building without an appropriate pass.
- Not more than one student name should be placed on a pass.
- Teachers, not students, should fill out passes.
- The pass should indicate the student’s name, time, date, and destination.

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RECORDS – STUDENT

A student's permanent record is kept in the counseling office area. Teachers may review these records for the purpose of determining ability levels, reading levels, etc. Teachers may not use alumni or current student records for anything other than professional/educational related matters. The Supreme Court is very clear and concise in defining the use of permanent records relative to the rights of privacy.

If you plan to use the cumulative file (CA-60), please see the appropriate secretary. Do not remove any student record from the records room without proper authorization.

STUDENT RIGHTS

The Supreme Court has been explicit when dealing with the rights of individuals and due process. Disciplinary action is used whenever we wish to correct a student's behavior. There must be "just cause" for any action to be taken by a teacher or administrator. To better understand "just cause", the following checklist is included:

1. Did the school give the student forewarning of the possible or probable disciplinary consequence of his/her conduct?
2. Was the school's rule reasonable and related to the safe and orderly operation of the school?
3. Did the school, before administering disciplinary action, investigate to see if the student did in fact break the rule?
4. Was the school's investigation of the act fair?
5. Did the school give the student a fair hearing to determine guilt?
6. Did the school apply its rules and penalties fairly and without discrimination?
7. Does the degree of discipline administered by the school reasonably relate to the seriousness of the student's offense and the student's behavioral record since entering school?

This checklist is to be used when setting up classroom rules and regulations. The word "school" as used in the checklist applies to all professional personnel.

STUDENT SAFETY

It is true that not every accident means negligence, nor does all negligence imply liability. However, school personnel are always liable for their own negligence and the Board of Education has no authority to buy insurance for the protection of school personnel against such possible liability. Further it is the decision of the Attorney General that such an attempt, on the part of a school board, is illegal. A school board cannot reimburse a student for injuries resulting from negligence on the part of school personnel.

The following instructions and procedures for student supervision are standard practice and conform to the implications of the comments on liability.

1. Under no circumstances, at any time whatsoever, should a student in a public school be given any medication. This includes aspirin. Students requiring medication during school hours must leave their prescription in the office and take their medication under the supervision of the school designee.
2. Students who receive cuts, bruises, lacerations, etc. of any kind should be sent directly to the office where school personnel will properly address the case. An accident report must be filed immediately.

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3. Under no circumstances should an injured student be sent home or to any other location by a teacher without the knowledge and approval of the administration. Any emergency which seems to warrant this action should be referred to the school office.
4. In case of a stroke, epileptic seizure, heart failure, convulsions or any similar illness in the classroom, immediate contact should be made with the office.
5. The office should be contacted immediately if a student sustains any type of head injury.
6. In a class where there is moving machinery and other equipment which might increase the possibility of accident, teachers in charge are required to be especially careful to be sure that students are never left alone.
7. One of the most important and helpful things every teacher can do is to bring to the attention of the administration any "accident situation" noticed in the classroom, the building, or on school grounds. Broken equipment, unlocked doors leading to electrical equipment, broken glass panels, protruding sharp metal edges, or any other potentially dangerous situation should be immediately reported. Correction of these situations will have top priority on the maintenance and custodial agenda.
8. Under no circumstances should a teacher or custodian request that a student do what is normally classified as maintenance work.
9. A teacher should not leave his or her classroom unattended. If there is an emergency, contact the teacher next to you or call the office. There is no excuse for teachers leaving their classes unsupervised.

STUDENT SCHEDULING

Student scheduling is a joint administrative, counselor and teacher function. Student selections must be approved by the parent or guardian and reviewed by the counselor.

Schedule Change Request and Withdrawal

Student academic schedules are the result of an immense investment of time on behalf of students, parents, counselors, teachers, and the high school principals. The process is driven by the choices made by students and parents during registration. Throughout the spring and summer, preparations for the following school year are made based upon student demand for given courses. These preparations include the hiring of new staff members and the scheduling of existing personnel and facilities. Therefore, changes to student schedules in the fall can be detrimental to the high school program and are only made after a compelling reason has been identified. A "compelling reason" is defined as one of the following:

1. A schedule does not account for work taken during summer school.
2. A schedule does not include a requirement for graduation which must be fulfilled this year.
3. A schedule includes one or more classes for which certain prerequisites have not been met.
4. A schedule is incomplete (does not include/cover six class periods each day).
5. A schedule includes one or more classes which have already been passed and may not be repeated for credit.

If a schedule contains such an error or omission, it is the student's responsibility to see his or her counselor before the beginning of the semester. During the school year itself, withdrawal from courses and schedule changes are prohibited. Exceptions to this rule exist under certain rare circumstances when one of the preceding five conditions applies.

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If a student is misplaced in a course, a schedule change request may be approved after all reasonable efforts have been made to accommodate the student in class. In such cases, an agreement must be reached between teacher, parent, student, and counselor prior to the change.

For all schedule change requests during the school year, a student must submit their request via the computer located in the counseling office. This request will be reviewed by the counseling office and the student will be notified of a decision after the reasons for the request have been examined and verified. Students may not miss class to change a schedule, nor will student/parent telephone requests be honored.

The intent of this policy is to arrive at decisions in the best interest of the student based upon the involvement of both the student and his/her parents and the professional judgment of teachers, counselors, and administrators while simultaneously taking into consideration the impact of such changes on the educational program of the high school as a whole. Numerous schedule changes are not an educational best practice and are to be avoided whenever possible. This policy also seeks to preclude students from dropping classes without providing sufficient effort required for success.

SYLLABUS WITH GRADING RATIONALE

a. Each staff member will develop a syllabus for each course he/she teaches which will minimally include the following:
    1. Course title, instructor's name, and current school year and term.
    2. Breakdown of how each marking period grade is to be determined.
    3. Breakdown of how the semester grade is to be determined.
    4. Any other pertinent information for your curriculum or program.

b. A copy of your syllabus with grading rationale must be given to every student. A copy must also be submitted to your department chair and Principal by the first week of school.

Late Work Policy Addendum

It is the goal of Anderson High School to provide opportunities for our students who have missed a deadline for an in or out of class assignment due to extenuating circumstances, to complete the missed assignment or an alternative assignment. The student or other adult advocate could resolve a missed deadline by requesting that they (the student) complete the assignment during lunch assistance, after-school in Titan Time, or another agreed upon timeframe so it can be assessed and the additional learning obtained by that assignment is reflected in the gradebook. Attendance and behavioral (non-academic variables) factors that lie outside of the student's control will remain separate from the grading of student learning at Anderson High School.

TESTING OUT PROGRAM

The Southgate Board of Education approved a "testing out" program for the students at Anderson High School. Therefore, students will be able to "test out" of classes. The purpose of this "testing out" program is to allow students to increase their opportunities to take more challenging courses.

The student must exhibit a reasonable level of mastery of the subject matter of the course by obtaining a grade of not less than 78% on a final examination or assessment(s) of the course. Credit will be awarded with the score of 78% on the exam and "TO" will be reflected on the student's transcript and will

not be included in the computation of any grade point average for any purpose. Any "testing out" examination or assessment(s) must be taken during the designated time by the district.

Southgate Anderson High School
Library Media Center

WEBSITE
https://www.southgateschools.com/departments/media-center

WHAT WE DO…

- Provide instruction and assistance in the use of library information, materials and equipment.
- Provide a quiet, attractive and friendly environment to study.
- Provide help and resources for assignments and information needs upon request.
- Provide books for recreational reading.
- Purchase books, materials and equipment to support SAHS curriculum and educational goals.
- Assist teachers by collaborating on instruction and by providing resources that support curriculum.

WHAT WE HAVE…

- *Print Resources:* Large collection of books and magazines.
- *Electronic Resources:* School and District Library Catalog, extensive high quality online reference collection and informational databases (including home access privileges).
- *Equipment For Student Use:* Computers, Calculators, Video Camera, and Ebook Readers.
- *Additional Resources and Equipment For Teacher Use:* Videos on VHS/DVD, Stand-alone TV/DVD units, CD players, External Speakers, Multi-media Projector, Document Camera, Laminator, Comb-binding machine, Ellison die-cut machine.

OUR PROCEDURES FOR STUDENTS…

- Library is open before school at 7:30 and after school until 2:50, and during lunch periods (most days) for reading, study and research.
- Regular book checkout period is three weeks. Books may be renewed twice.
- Magazines and Reference Books may be checked out for one week and renewed once.
- Students with overdue books are not allowed to check out additional library materials.
- Students are charged $0.10 per day for overdue books. Students are responsible to pay fines for lost or damaged books.
- Overdue notices are regularly sent until materials are returned.
- Students may lose certain school privileges like open lunch and purchase of event tickets if overdue books are not returned.

RULES FOR STUDENTS…

- Sign in at the front desk so we know who's present in case of emergency.
- Present a hall pass when using the library during class time.
- Show respect for all students, staff, books, equipment and facilities.
- No food or drinks near bookshelves, soft chairs, or computers.
- Check out ALL items taken from the library.

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- Return library books and magazines on time.
- Ask for help if you need it!

ADDITIONAL PROCEDURES AND INFORMATION FOR TEACHERS…

- From the library website (above) click on “Sign up for Lab or Library time” to reserve the Library Media Center, Media Lab, or History Lab for class use.
    - Two classroom-size computer labs, each containing approximately 30 computer stations, a printer, and overhead projector, may be reserved for your class activities. These are the Media Lab (room 19), which can be entered from the back of the Library Media Center or from the hallway across from the Teachers’ Lounge, and the History Lab (room 36).
    - The Media and History labs are intended to be used exclusively by students under the direct and present supervision of a teacher. PLEASE do not send individuals or groups to either of these labs if you have not reserved the space and are not accompanying the student(s) yourself. Individuals/small groups may be sent to the Library Media Center with a hall pass to use computers.
    - You can reserve the Library Media Center for your class activities. The Library Media Center contains 21 computer stations and table seating for 48, as well as a large collection of books and magazines.
    - There is no limit for the total number of days a class may be scheduled, but as a courtesy to other teachers, please try to limit time to no more than three consecutive days per class.
    - Before visiting one of our labs with your students please be sure you are familiar with the Technology Acceptable Use Policies for staff and students available at this address: https://www.southgateschools.com/departments/technology/forms-and-policies

- From the library website (above) click on “Find Books” to search for available books, magazines, and videos.
    - Teachers have no due date on their borrowed materials. However, the materials should be returned as soon as possible.
    - The Professional Resource Collection is located in the Library Media Center behind the Circulation Desk and includes professional journals and books.
    - Please DO NOT check out materials for students. They should check out their own materials. Likewise, students are not allowed to check out materials for each other. We are happy to place items on our "Hold" shelf should your students need to return later to pick up selected material.
- Requests for equipment should be made directly to the librarian as soon as a need is known. If a shortage of equipment occurs, the earliest request will have priority.
- For bulletin boards, roll paper is available. Please measure your boards and take only what you need from the roll dispenser in the Library Media Center workroom. Paper rack and rolls should stay in the Library Media Center.
- Laminating may be requested by dropping off material with your name clearly labeled. Laminating will be processed twice weekly.
- Students with overdue materials are a critical problem. Your cooperation in encouraging students to return overdue materials on time and distributing overdue reminders is greatly appreciated!

DISTRICT POLICIES

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- **Self Reporting Arrangements/Charges of Certain Crimes**

  - All employees are required by law to report an arraignment for certain crimes to the Office of the Superintendent within three (3) business days of the occurrence. Failure to report an arraignment is cause for discharge. (MCL380.153.A).

- **Anti Bullying Policy**

  - Please click on link and read our District's policy https://www.southgateschools.com/about-scsd/bullying-prevention-and-reporting

- **Evaluations**

  - Evaluations will be located on the HR website prior to the start of the school year. https://www.southgateschools.com/departments/human-resources/evaluations/5d

Certified Staff: Certification Requirements

It is the responsibility of the employee to maintain his/her certification. Each employee must make sure they have met all the necessary requirements to maintain their certificate and turn in their updated certificate to the Human Resources Office by June 30th of the year it expires. You can download "Facts on Teacher Certification" by visiting: https://www.michigan.gov/mde/services/ed-serv/ed-cert

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COMPLIANCE NOTIFICATION

The Southgate Community School District complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Southgate Community Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Questions or concerns that relate to sex discrimination should be directed to:

Superintendent
Coordinator of Title IX

Director of Personnel
Coordinator of Title VI

13940 Leroy
Southgate, MI 48195
734-246-4600

Inquiries regarding discrimination on the basis of handicaps should be directed to:

Supervisor of Special Services
Coordinator of Section 504
Phone (734) 246-4619

SEXUAL HARASSMENT POLICY

It is the policy of the Southgate Community School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated from any person or in any form. This policy shall apply to all students, employees, Board members, or any person associated with the Southgate Community School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sexually oriented humor), creating an intimidating, hostile, or offensive work environment. A complaint of conduct perceived to be sexual harassment should immediately be reported to the building principal or an assistant principal. Alternately, a complaint may be made to the superintendent or director of personnel. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

Complaints regarding discrimination or harassment may also be filed within 180 days of the alleged violation with the Equal Employment Opportunities Commission in Washington, D.C., or with the Michigan Department of Civil Rights.

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